CATALOGUING RULES

AUTHOR AND TITLE ENTRIES

COMPILED BY COMMITTEES OF THE

LIBRARY ASSOCIATION

AND OF THE

AMERICAN LIBRARY ASSOCIATION

ENGLISH EDITION

(INCLUDING THE PREFACE TO THE AMERICAN EDITION)

LONDON

PUBLISHED BY THE LIBRARY ASSOCIATION

AT CHAUCER HOUSE, MALET PLACE, LONDON, W C 1

1955

CATALOGUE RULES REVISION COMMITTEES

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 late John Philip Edmond, Librarian, The Signet Library Edinburgh, from 1904 to 1905.

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FIRST PUBLISHED	- - - -	1908
FACSIMILE REPRINT	- - -	1930
SECOND FACSIMILE REPRINT	- -	1935
THIRD FACSIMILE REPRINT	- -	1943
FOURTH FACSIMILE REPRINT	- -	1945
FIFTH FACSIMILE REPRINT	- -	1946
SIXTH FACSIMILE REPRINT	- -	1947
SEVENTH FACSIMILE REPRINT	-	1948
EIGHTH FACSIMILE REPRINT	-	1950
NINTH FACSIMILE REPRINT	-	1951
TENTH FACSIMILE REPRINT	- -	1953
ELEVENTH FACSIMILE REPRINT	-	1955

PRINTED BY THE REPLIKA PROCESS
IN GREAT BRITAIN BY
LUND HUMPHRIES
LONDON BRADFORD

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PREFACE

The Cataloguing Rules of the Library Association as revised at the Liverpool Meeting in 1883, were published in 1893 along with the British Museum Rules and the Bodleian Library Rules and formed No 5 of the *Library Association Series*. This number has long been out of print. A Reprint of it, entitled 'English Cataloguing Rules' was published in November 1902 by the New York State Library — Bulletin 77, Library School, 13

Prior to the Annual Meeting of the Library Association held in Birmingham in 1902 frequent requests had been made for a reissue of the Association Rules and at that meeting the question of their revision and reprinting was brought forward in papers read by Mr Jast and Mr Guppy A Committee, having power to add to its number, was then appointed consisting of Messrs F T Barrett (Glasgow) J D Brown, W E. Doubleday, H Guppy, E. W Hulme, L S Jast, T W Lyster, G T Shaw, and H R. Tedder The following additional members were co-opted by the Committee at subsequent meetings, viz — Messrs G K. Fortescue, F T Barrett (Fulham) L. Inkster, C W Sutton, J P. Edmond and J Minto.

Immediately after its appointment the Committee met at Birmingham and appointed Mr Jast its Hon Secretary Copies of the American Library Association Revised Rules (Advance Edition) were kindly supplied by Mr Putnam Librarian of Congress and with these and the Library Association Rules and British Museum Rules before them the members of the Committee set to work on the revision. Owing to their being widely scattered over the Kingdom, great difficulty has been experienced in getting the members together and the work has had to be carried on largely by correspondence

At the Newcastle meeting in 1904, a printed draft of the Rules as revised to date was circulated, and a report of the work done by the Committee, detailing the principles by which they had been guided was submitted by Mr Hulme, Hon. Secretary (*See* L. A. R. vol VI p. 482)

In 1900 the American Library Association appointed a Committee to revise the A. L A. Catalogue Rules, and when Mr Melvil Dewey learned that a similar Committee was at work here on the L. A. Rules he wrote suggesting that the Library Association and the American Library Association should unite in the production of an Anglo-American Code with a view to establishing uniformity of practice throughout the English speaking race. The Library Association Committee cordially approved of Mr Dewey s suggestion and on their recommendation it was unanimously adopted by the Library Association. Mr Jast was officially authorized to bring this recommendation before the American Library Association at their annual meeting at St. Louis in 1904. The proposal was cordially agreed to by the American Library Association.

At the Cambridge meeting (1905), at which Miss Kroeger attended on behalf of the American Library Association Committee, and at the Bradford meeting (1906) the Committee reported progress, and at the latter meeting the Library Association empowered its Committee to proceed with and conclude such further negotiations with the American Library Association Committee as might be necessary for the issue of the joint code

At the Glasgow Annual Meeting of the Library Association in 1907, the Committee made a final revision of the draft code, Mr J C M Hanson, Chairman of the American Library Association Committee being present and taking part in the deliberations Subsequent adjustments of points of difference have been made by correspondence, and where the two Committees have been unable to reach agreement on a particular rule, the two versions of that rule have been printed together

The Committee cannot conclude their labours without warmly thanking the members of the American Cataloguing Rules Committee, including the delegates above mentioned, for the courteous and sympathetic consideration given to the suggestions of this Committee, which alone made it possible for a joint code to be produced

HENRY R TEDDER, *Chairman of the Library Association Cataloguing Rules Committee*

JOHN MINTO, *Honorary Secretary*

PREFACE TO THE AMERICAN EDITION

History The Condensed Rules for an Author and Title Catalog, of which a revision is here presented were prepared by a committee* of the American Library Association appointed September 5 1877 The full text of the rules was first submitted at the Buffalo conference in 1883 † was printed in full in the Proceedings of that year (*Library Journal* 8 251–254), and reprinted in Cutter s Rules for a Dictionary Catalog The importance of some uniformity in cataloging practice has therefore from the beginning been fully recognized by the Association The compilation and issue of the A L A Rules has not, however, prevented considerable divergence in the practice even of libraries organized subsequent to 1883

Questions of cooperative cataloging continued to engage attention, and coming to the front at the Montreal meeting of June, 1900, finally resulted in definite action by the Association One of the first matters to be considered by the Publishing Board was the means of introducing more uniformity into the size and style of type, the size and quality of catalog cards and the rules governing entries. As soon as the agreement had been consummated between the Publishing Board and the Library of Congress whereby the latter was to supply printed cards for current books beginning if possible, with January 1, 1901, the appointment of the present Catalog Rules Committee was decided upon

The work so far accomplished by this committee can be summarized briefly as follows Immediately after its appointment, about the middle of December, 1900, it was instructed to inquire into the type and style of entry in use at the Library of Congress to recommend such modifications as might seem necessary, and further, to consider the catalog rules in force—especially the points on which American libraries had hitherto failed to reach an agreement

Special efforts were to be made to secure agreement between the rules of the Library of Congress and the new A L. A Rules. In case of disagreement, the variations on the part of the [illegible] notes. In order that the issue [illegible] begin with the calendar year [illegible] the type and style of entry in [illegible] with a few slight modifications

The Committee met for the first time in March 1901 The points first to be considered were those affecting typography and form of entry, and the following recommendations were agreed upon and submitted

a) The entire heading to be printed in 12 point heavy faced type, exceptions being made for titles explanatory phrases, etc.

b) The author s name or the heading to be printed on a line by itself

c) The title to be printed in 12 point

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* C A. Cutter A. R. Spofford S. S. Green J N Dyer L. E. Jones.

† C. A. Cutter S. H Scudder C. B Tillinghast committee.

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catalogers who had examined the draft code were carefully summarized and submitted for discussion at three meetings held during 1903 and 1904 In the fall of the latter year, the material for the new revision was sufficiently advanced to warrant the hope that a first edition might go to press in the course of the winter

International cooperation. In October, 1904 the American Library Association then assembled for its annual conference received from the Library Association (formerly the Library Association of the United Kingdom) a proposal looking to the preparation of a joint code of rules. This invitation was accepted by the Executive Board, the Catalog Rules Committee being authorized to enter into communication with the corresponding committee of the Library Association All ol ... f ...

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fact that neither committee was in a position to meet more than once a year, has been the cause of some delay in securing a full agreement on the various points of difference found to exist between the draft codes issued by the two committees

Meetings of the American committee at Narragansett Pier in June 1906, and of the British committee at Bradford two months later served to advance the general agreement sufficiently to warrant definite preparations for printing In answer to a communication of July 17 1906 from the chairman of the American committee in which the decisions of the Narragansett meeting were given and plans for printing presented Mr Minto the Hon Secretary Catalog Rules Revision Committee wrote as follows (Sept 19th 1906)

My Committee are of opinion that the two draft codes (English and American) have reached such a stage of agreement as to warrant printing as soon as possible and we have been authorized by the Library Association to proceed with and to conclude such further negotiations with your Committee as may be necessary for the issue of a joint code

We think that the code should be printed in two editions (English and American) but that the editions should as far as possible be identical in arrangement and wording and that where a divergence of opinion between the two Committees exists with respect to a particular rule such difference of opinion should be explained either in a note appended to the rule in question or by the printing of the two rules side by side showing which is which I trust however, that we shall be able to arrive at practical unanimity on most points so that the cases where divergence of opinion exists may be very few indeed

Following the receipt of th...

pare its rules for final p...

in May 1907 two co... ...to date were submitted as exhibits accompanying the annual report of the Committee The report embodying a recommendation that the rules be printed was referred ...

of the Asso...

d) The imprint to be in roman type

e) Series note to be printed at the end of the collation *

f) For collation, notes, and contents, the largest type that the 32 size card will permit is to be used, and if the 8 point type is the largest, to use that

g) The position of the collation and series note to be on a separate line immediately after the date and preceding other notes

h) Notes as a rule to be placed before contents

It was decided that the A L A Rules printed as Appendix I to Cutter s Rules for a Dictionary Catalog 3d edition, 1891, should be made the basis for further consideration, particularly those sections which had been included in "disputed points" submitted by the Cooperation Committee of the A L A at Montreal in 1900

The result of these deliberations was embodied in the report to the Publishing Board presented at the annual meeting of the Association at Waukesha in July, 1901 The Publishing Board, in accepting the report, gave further instructions to continue the work and to cover the whole ground of the catalog rules It was also agreed that the Library of Congress might print the rules when they should be sufficiently advanced to warrant it

The great distances which several of the members were obliged to travel in order to attend the meetings, as also the exacting duties of their positions, neces sarily tended to delay the work of revision The demand by libraries which had begun to order printed cards from the Library of Congress, for some statement which should embody the main points in the rules and also indicate wherein the Library of Congress differed from them in practice, was, however, increasing from day to day, and the Committee accordingly decided to issue an advance edition immediately While answering in a measure the immediate needs of libraries which subscribed to the printed cards, it was hoped that it might also serve as a basis for the further consideration of rules on which there still existed some disagreement, and especially as a means of facilitating suggestions and criticisms on the part of librarians who took an interest in the advancement of cooperative cataloging and who were desirous of seeing a standard code of rules adopted by American libraries

In August, 1902, the Library of Congress accordingly printed a draft code under the title "A L A Rules—Advance edition,' copies of which were distributed free to all libraries on request

The Committee was particularly anxious to bring about uniformity between its revision of the A L A Rules, the 4th edition of Cutter s Rules for a Diction ary Catalog, then about to be issued, and a new edition of the Library School Rules, the issue of which was also under consideration It was felt that the establishment of *practical agreement* between these codes would in itself represent a notable advance towards uniformity in cataloging practice

After the printing of the Advance edition, the Committee continued its work of revision Criticisms and comments from several of the leading librarians and

* The term collation is here used to cover that part of the descript on which follows the imprint date n volumes or pages illustrations plates maps etc and size

ments with buildings and equipment on the other The latter class also affords exceptions and variations which it may be well to note here In the first place, institutions whose names begin with a proper name, *e g* the many universities, etc., which bear the names of founders or other individuals, would almost invariably be thought of under this name rather than that of the place where located. Secondly, entry under a general institution for one which constitutes merely a branch or department of it is in many cases much to be preferred to independent entry under the name or place of location of the subordinate institution These considerations have caused a series of exceptions to be introduced after the general rule for institutions (*cf* 83–99)

While open to the charge of inconsistency, it is the opinion of the Committee that the rules for societies and institutions, as they now stand, will serve to bring the vast majority of these bodies under the heading where they are most likely to be looked for in English and American libraries.

The Committee realizes that these attempts to provide for exceptions and alternatives, as also the occasional use of the word ' may ' where a more peremptory form of statement might be preferred by many, will afford opportunities for criticism I[illegible]
Cutter's F[illegible]
was incluc[illegible]

' The convenience of the public is always to be set before the ease of the cataloger In most cases they coincide A plain rule without exceptions is not only easy for us to carry out, but easy for the public to understand and work by But strict consistency in a rule and uniformity in its application sometimes lead to practices which clash with the public's habitual way of looking at things. When these habits are general and deeply rooted it is unwise for the cataloger to ignore them [illegible]
(the Con[illegible]
its powe[illegible]
conserva[illegible]
simplicit[illegible]
looked f[illegible] both sides.

Mr Cutter was, until his last illness, one of the most active members of this committee His close connection with the work of the revision at a time when the 4th edition of his own rules was in course of preparation had no doubt much to do with bringing about a close agreement between the latter and the new A. L. A Rules.

Largely on account of this cordial coöperation of the author, it is possible in the present code to refer freely to ' Cutter " whenever his rules contain a particularly full statement, or for other reasons ought to be consulted by the cataloger

In addition to "Cutter's Rules" and the Library of Congress supplementary rules,* other codes are occasionally referred to, more especially the Eclectic

* A few of the Library of Congress supplementary rules have been adopted with but slight modifications others are printed as notes, this expedient being considered preferable to a reference because of the large number of libraries which are now using the Library of Congress printed cards.

Rules Committee be authorized to proceed with such further negotiations as may be necessary in order to harmonize any differences as to details still existing between the British and American committees, and to definitely formulate the rules in final form. Voted further, That the printing and publication of the rules be referred to the incoming Executive Board."

On September 26th, the new Executive Board voted

"That the printing of the Catalog rules be entrusted to the Publishing Board in accordance with their letters of May 25, 1907, and September 10, 1907, and in conformity with the requirements of the Committee on catalog rules."

The Chairman of the American committee had, in the meantime, attended the annual conference of the Library Association at Glasgow, Scotland, Sept. 16-19, and in a session with the Catalog Rules Revision Committee of that association an agreement was reached on all the rules with the exception of a few which deal *with authors and publications that change their names or titles*. *It* was decided that wherever a divergence of opinion existed with respect to a particular rule, both the American and English editions should embody an explanation of the same, either in the form of a note appended to the rule, or by printing the two rules side by side. Final preparations for printing followed these decisions.

Rules. The informal instructions issued to the Committee by the Chairman of the Publishing Board in 1901 called for a code of rules which should be in accord with the system governing the compilation of catalog entries at the Library of Congress. As a result, the question of how far the needs of smaller libraries of a popular character should also be considered came up for immediate consideration. The committee found that under the circumstances its decisions must be guided chiefly by the requirements of larger libraries of a scholarly character, that only incidentally would it be possible to outline modifications or variations of practice suitable for the smaller libraries. Later it was decided that a simplified edition,* specially adapted to the needs of smaller libraries of a popular character, would prove more effective than occasional directions and variations inserted in the main code.

In spite of this determination to omit suggestions intended for the guidance of popular libraries it will be found that the Committee has permitted itself to present occasional alternatives and exceptions believing that in certain cases discretion should be left to the individual library.

As an illustration of an alternative or exception rule 72 may be quoted. This is a general rule which calls for entry of a society under the first word of its name not an article. It has seemed proper that a few exceptions should here be provided, likewise that alternatives should be outlined for the use of libraries which for definite classes of societies may prefer entry under the name of a place or country. Again, when an institution is closely associated with a certain locality by its buildings, or for other reasons, and when its name is not sufficiently distinctive to be easily remembered, entry under the place has been prescribed (rule 82). There is accordingly an attempt to distinguish between societies and associations on the one hand and institutions as limited to permanent establish-

* *In preparation under the direction of Alice B. Kroeger and Theresa Hitchler.*

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While open to the charge of inconsistency it is the opinion of the Committee that the rules for societies and institutions, as they now stand will serve to bring the vast majority of these bodies under the heading where they are most likely to be looked for in English and American libraries.

The Committee realizes that these attempts to provide for exceptions and alternatives as also the occasional use of the word may where a more peremptory form of statement might be preferred by many will afford opportunities for criticism In view of this fact it is appropriate to repeat here a quotation from Cutter s Rules for a Dictionary Catalog which at the author s own suggestion was included in the introduction to the Advance edition of these rules in 1902

The convenience of the public is always to be set before the ease of the cataloger In most cases they coincide. A plain rule without exceptions is not only easy for us to carry out, but easy for the public to understand and work by But strict consistency in a rule and uniformity in its application sometimes lead to practices which clash with the public s habitual way of looking at things. When these habits are general and deeply rooted it is unwise for the cataloger to ignore them, even if they demand a sacrifice of system and simplicity That [the Committee has] always understood the public s views, estimated correctly its power of changing them and drawn the line in the right place between a conservative regard for custom and a wish to lead the public towards a desirable simplicity and consistency is too much to assume but [we] have at least always looked for the reasons on both sides.

Mr Cutter was, until his last illness one of the most active members of this committee His close connection with the work of the revision at a time when the 4th edition of his own rules was in course of preparation had no doubt much to do with bringing about a close agreement between the latter and the new A. L. A. Rules.

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Card Catalog Rules of Linderfelt and the Rules of the Prussian university and government libraries, both of which are largely based on Dziatzko's "Instruction" of 1886

It is only natural that the Committee should have watched with great interest the efforts made in Germany towards a coordination of cataloging practice in Prussian university and government libraries It was felt that the Prussian "Gesamtkatalog" might, in course of time, lead to cooperative efforts which would have an important bearing on similar undertakings outside of Germany

The "Instruktionen für die alphabetischen Kataloge der Preussischen Bibliotheken und für den Preussischen Gesamtkatalog published in 1899, with its "Erläuterungen, Nachträge, Beispielzusätze," of 1905, has therefore been freely consulted While there is little likelihood of agreement on the two fundamental points of difference between German and Anglo American rules, viz entry of anonymous books and corporate entry, and while the Committee has not had any correspondence or direct relations with representatives of the German movement, we have felt that it was our duty, nevertheless, in this new revision of the A L A Rules, to take due cognizance of the instructions promulgated by the Ministry of Public Worship of Prussia with reference to the "Gesamtkatalog," and in formulating our own decisions to bear in mind the possibility of future international agreement and cooperation

Scope of the Rules Author and title entries only are considered No directions will therefore be found for added entries or references under subject or form headings *

Examples † The examples and illustrations in the first edition are in some instances the result of a hurried selection *It is hoped that librarians will* advise the Committee in regard to examples which may be incorporated in a subsequent edition It is felt that this important feature of the code, as well as the elaboration or modification of the rules themselves, should be made a subject for cooperative effort

Abbreviations, Capitals No abbreviations which should require any explanation have been used in the body of the rules In Appendix 1 an attempt has been made to supply a list of the abbreviations which are most likely to be needed in the ordinary library catalog General directions for their use are added

In view of the considerable diversity *found to exist in methods of* capitalization, not only in different countries, but among different writers of the same country, the Committee has felt that for the present only general directions should be given, each library to decide for itself how far these directions are to be followed

There has been added however, for the use of those who may desire more

* A new edition of the List of Subject Headings now in preparation will to some extent deal with these questions.

† The examples included are of three kinds viz 1) author and title examples imprint and collation as a rule being omitted 2) examples consisting of headings only 3) sample cards (Appendix 3) In printing hanging indention has been used to differentiate title entries such as periodicals directories, year books, etc., from entries with author headings and anonymous title entries.

explicit instructions, a revision of the Library of Congress capitalization rules contained in the A L A Rules, Advance edition of 1902, p 16-17, which aim to give some idea of the practice followed by the Library of Congress on its printed cards. It should be emphasized that they are intended *primarily for the card catalog*

Acknowledgments. First of all, we wish to express our most cordial appreciation of the kindly and generous way in which the British committee has invariably met our suggestions. The spirit in which it has received our proposals is in a large measure responsible for the success which has attended the negotiations

Furthermore, the Committee would acknowledge its indebtedness to the Prussian "Instruktionen" for many valuable suggestions, particularly in the sections which deal with personal authors.

We desire also to express our thanks to a large number of associates in the A L A who have at various times, by kindly criticism and suggestions, assisted in the advancement of the revision The following have been particularly active C W Andrews and A G S Josephson, John Crerar Library, Adelaide R Hasse, Public Library, New York, G M Jones, Public Library, Salem, Mass. W C Lane, Harvard University Library, Margaret Mann, Carnegie Library, Pittsburgh, Pa., Charles Martel, Steingrimur Stefánsson, and W F Koenig Library of Congress, Dr B C Steiner, Enoch Pratt Free Library, M L Sutliff, California State Library, Dr G E Wire, Worcester Co Law Library, Worcester Mass

In addition to the loss of Mr Cutter, referred to above, the Committee in 1905 suffered through the resignation on account of illness, of one of its most valued members Mrs S C Fairchild who had served on the Committee since its organization in 1901 Her associates are anxious to testify to the valuable assistance rendered by her at all times and regret that she was unable to share in their concluding labors

In the preparation of rules for Oriental writers, the Committee has had the assistance of Dr Gottheil of Columbia University Dr Hyvernat, of the Catholic University of America Professors Lanman and Toy, of Harvard University, and Dr Littmann now of the University of Strassburg

To the assistants in the Catalog Division Library of Congress, who have assisted the Chairman in his work of editing the Rules much credit is due In proofreading preparation of copy, and selection of examples, they have rendered valuable assistance That it was possible to submit to the Annual Conference of 1907 printed proofs of the Rules as revised to date, was due largely to their coöperation and to that of the foreman of the Branch Printing Office at the Library Mr W H Fisher, and the head of the Proofreading section of the Catalog Division Miss E. A Runner

The Chairman is particularly indebted to Miss Mary M Melcher and Miss Julia Gregory also of the Catalog Division for assistance in reading the proofs of the final edition, and for the preparation of the index

Card Catalog Rules of Linderfelt and the Rules of the Prussian university and government libraries, both of which are largely based on Dziatzko's "Instruction" of 1886

It is only natural that the Committee should have watched with great interest the efforts made in Germany towards a coördination of cataloging practice in Prussian university and government libraries It was felt that the Prussian "Gesamtkatalog" might, in course of time, lead to cooperative efforts which would have an important bearing on similar undertakings outside of Germany

The "Instruktionen für die alphabetischen Kataloge der Preussischen Bibliotheken und für den Preussischen Gesamtkatalog' published in 1899, with its "Erlauterungen, Nachtrage, Beispielzusätze," of 1905, has therefore been freely consulted While there is little likelihood of agreement on the two fundamental points of difference between German and Anglo American rules, *viz* entry of anonymous books and corporate entry, and while the Committee has not had any correspondence or direct relations with representatives of the German movement, we have felt that it was our duty, nevertheless, in this new revision of the A L A Rules, to take due cognizance of the instructions promulgated by the Ministry of Public Worship of Prussia with reference to the "Gesamtkatalog," and in formulating our own decisions to bear in mind the possibility of future international agreement and cooperation

Scope of the Rules Author and title entries only are considered No directions will therefore be found for added entries or references under subject or form headings *

Examples † The examples and illustrations in the first edition are in some instances the result of a hurried selection It is hoped that librarians will advise the Committee in regard to examples which may be incorporated in a subsequent edition It is felt that this important feature of the code, as well as the elaboration or modification of the rules themselves, should be made a subject for cooperative effort

Abbreviations, Capitals No abbreviations which should require any explanation have been used in the body of the rules In Appendix 1 an attempt has been made to supply a list of the abbreviations which are most likely to be needed in the ordinary library catalog General directions for their use are added

In view of the considerable diversity found to exist in methods of capitalization, not only in different countries, but among different writers of the same country, the Committee has felt that for the present only general directions should be given, each library to decide for itself how far these directions are to be followed

There has been added however for the use of those who may desire more

* A new edition of the List of Subject Headings now in preparation will to some extent deal with these questions.

† The examples included are of three kinds *viz* 1) author and title examples imprint and collation as a rule being omitted 2) examples consisting of headings only 3) sample cards (Appendix 3) In printing hanging indention has been used to differentiate title entries such as periodicals directories year books etc., from entries with author headings and anonymous title entries.

explicit instructions a revision of the Library of Congress capitalization rules contained in the A L A Rules, Advance edition of 1902, p 16–17, which aim to give some idea of the practice followed by the Library of Congress on its printed cards It should be emphasized that they are intended *primarily for the card catalog*

Acknowledgments First of all we wish to express our most cordial appreciation of the kindly and generous way in which the British committee has invariably met our suggestions The spirit in which it has received our proposals is in a large measure responsible for the success which has attended the negotiations

Furthermore the Committee would acknowledge its indebtedness to the Prussian Instruktionen for many valuable suggestions particularly in the sections which deal with personal authors

We desire also to express our thanks to a large number of associates in the A L A who have at various times by kindly criticism and suggestions assisted in the advancement of the revision The following have been particularly active C W Andrews and A G S Josephson John Crerar Library Adelaide R Hasse Public Library New York G M Jones Public Library Salem Mass W C Lane Harvard University Library Margaret Mann, Carnegie Library Pittsburgh Pa Charles Martel, Steingrimur Stefánsson, and W F Koenig Library of Congress Dr B C Steiner Enoch Pratt Free Library M L Sutliff California State Library Dr G E Wire Worcester Co Law Library Worcester Mass

In addition to the loss of Mr Cutter referred to above the Committee in 1905 suffered through the resignation on account of illness of one of its most valued members, Mrs. S C Fairchild who had served on the Committee since its organization in 1901 Her associates are anxious to testify to the valuable assistance rendered by her at all times and regret that she was unable to share in their concluding labors

In the preparation of rules for Oriental writers the Committee has had the assistance of Dr Gottheil of Columbia University Dr Hyvernat of the Catholic University of America Professors Lanman and Toy of Harvard University, and Dr Littmann now of the University of Strassburg

To the assistants in the Catalog Division Library of Congress who h [illegible]

[illegible] t was possible to submit to the Annual Conference of 1907 printed proofs of the Rules as revised to date was due largely to their cooperation and to that of the foreman of the Branch Printing Office at the Library Mr W H Fisher and the head of the Proofreading section of the Catalog Division Miss E A Runner

The Chairman is particularly indebted to Miss Mary M Melcher and Miss Julia Gregory also of the Catalog Division for assistance in reading the proofs of the final edition and for the preparation of the index

DEFINITIONS OF TERMS AS USED IN THE RULES*

Added entry A secondary entry i e any other than the main entry (*cf* Main entry) There may be added entries for editor, translator, title, subjects, etc.

Where printed cards are used an added entry is a duplicate of the main entry, with the addition of a special heading In a written card catalogue added entries are generally given in an abbreviated form, the title being abridged and the imprint and collation omitted wholly or in part.

Alternative title A subtitle introduced by ' or ' or its equivalent, *e g* Hypatia or New foes with an old face

Analytical entry The entry of some part of a book or of some article contained in a collection (volume of essays serial etc) including a reference to the publication which contains the article or work entered (For form of entry *see* p. 79–80 Sample cards)

Anonymous A book is considered anonymous if the author's name *does not* appear in the book itself

Author 1 The writer of a book as distinguished from *translator*, *editor*, etc 2 In a broader sense the maker of the book or the *person or body immediately* responsible *for its existence* Thus a person who collects and puts together the writings of several authors (compiler or editor) may be said to be the author of a collection. Corporate bodies may be considered the authors of publications issued in their name or by their authority

Author entry An entry of a work in a catalogue under its author's name as heading whether this be a main or an added heading The author heading may consist of a personal or a corporate name or some substitute for it, *e g* initials, pseudonym, etc

Bastard title *See* Half title

Binder's title The title lettered on the back of a book by the binder as distinguished from the title on the publisher's original binding or cover (*cf* Cover title)

Caption The heading at the beginning of the text or of a chapter section, etc

Caption title The title taken from the caption

Catalogue (of books) A list of books usually arranged according to some definite plan As distinguished from a bibliography it is a list of books in some library or collection (For definitions of various kinds of book catalogues *see* Cutter's Rules)

Collation That part of the description which specifies the volumes, pages, illustrations plates maps, etc constituting the book.

Collection A number of works or parts of works, considered as constituting a whole *e g* a collection of monographs a collection of essays, etc

Colophon A statement at the end of a book giving the title, writer's, and printer's or publisher's name and date and place of printing. Frequently one or more of these items is omitted again there may be in addition the printer's or publisher's device

* The definitions here given occasionally differ somewhat from those found for the same terms in dictionaries and similar reference books.

DEFINITIONS OF TERMS AS USED IN THE RULES*

Added entry. A secondary entry, *i e* any other than the main entry (*cf* Main entry) There may be added entries for editor, translator, title, subjects, etc

Where printed cards are used an added entry is a duplicate of the main entry, with the addition of a special heading In a written card catalogue added entries are generally given in an abbreviated form, the title being abridged and the imprint and collation omitted wholly or in part

Alternative title. A subtitle introduced by "or" or its equivalent; *e g* Hypatia, or New foes with an old face

Analytical entry. The entry of some part of a book or of some article contained in a collection (volume of essays, serial, etc) including a reference to the publication which contains the article or work entered (For form of entry see p 79–80, Sample cards)

Anonymous A book is considered anonymous if the author's name does not appear in the book itself

Author 1 The writer of a book [illegible]
2 In a [illegible]
responsibl[illegible]
writings o[illegible]
collection [illegible]
in their na[illegible] authority

Author entry An entry of a work in a catalogue under its author's name as heading whether this be a main or an added heading The author heading may consist of a personal or a corporate name or some substitute for it *e g* initials, pseudonym, etc

Bastard title *See* Half title

Binder's title The title lettered on the back of a book by the binder, as distinguished from the title on the publisher's original binding or cover (*cf* Cover-title)

Caption The heading at the beginning of the text or of a chapter, section, etc.

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Catalogue (of books) A list of books, usually arranged according to some definite plan As distinguished from a bibliography, it is a list of books in some library or collection (For definitions of various kinds of book catalogues *see* Cutter's Rules)

Collation That part of the description which specifies the volumes, pages, illustrations plates maps etc constituting the book.

Collection A number of works or parts of works, considered as constituting a whole, *e g* a collection of monographs a collection of essays, etc

Colophon A statement at the end of a book giving the title, writer's, and printer's or publisher's name and date and place of printing Frequently one or more of these items is omitted, again there may be in addition the printer's or publisher's device

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* The definitions here given occasionally differ somewhat from those found for the same terms in dictionaries and similar reference books.

Compiler. One who produces a work by collecting and putting together written or printed matter from various sources

Compound name A name formed from two or more proper names, often connected by a hyphen, a conjunction, or a preposition

Continuation 1 A work published as a supplement to one previously issued 2 A part issued in continuance of a serial or a book

Corporate entry. Entry under the names of bodies or organizations for works published in their name or by their authority

Cover-title. The title printed on the original covers of a book or lettered on the publisher's binding, as distinguished from the title lettered on the back of a particular copy of the book by the binder (cf Binder's title)

Date 1 Imprint date The year of publication as specified on the title page
2 Copyright date The date of copyright as given in the book, as a rule on the back of the title page
3 Preface date The date given at the beginning or end of the preface
4 Colophon date The date given in the colophon

Dissertation, Academic An essay or treatise presented by a candidate in partial fulfillment of the requirements for a degree (cf Program dissertations)

Edition The whole number of copies printed from the same set of types and issued at the same time

Editor One who prepares for publication a work or collection of works not his own The editorial labor may be limited to the preparation of the matter for the printer or it may include supervision of the printing revision (restitution) or elucidation of the text and the addition of introductions notes and other critical matter

Entry The record of a book in a catalogue or list *See also* Main entry, Added entry, Title entry, Analytical entry, Series entry

Entry word The word by which the entry is arranged in the catalogue The first word of the heading (cf Heading)

Folio 1 Size according to the American Library Association scale a book above 30 cm in height
2
3
unnu

Frontispiece A plate or other illustration facing (or preceding) the title page Sometimes used to designate an engraved title page

Half-title A brief title, usually without author's name or imprint printed on a leaf preceding the main title page, called also bastard title

Head-line The line at the top of the page giving the title of the book or the subject of the chapter or of the page (cf Running title, Caption)

Heading The word (or words) by which the alphabetic place of an entry in the catalogue is determined generally the name of the author, the subject, or the first word, not an article, of the title (cf Entry word)

Illustrations Pictorial and other representations (plates photographs portraits, maps, plans, facsimiles tables diagrams) placed in a book or other publication usually to elucidate the text.

In a narrow sense the term stands for illustrations in the text. *See also* Plate

Imprint The place publisher's name and date ordinarily printed at the foot of the title page

Joint author A person who writes a book in collaboration with one or more associates, the portion written by each not usually being specified

Main entry The full or principal entry as a rule the author entry (*cf* Added entry)

In a card catalogue the main entry card contains (generally on the back) a record of all the other entries made for the work in question

Periodical A publication intended to appear in successive numbers or parts at more or less regular intervals and as a rule for an indefinite time Each part properly contains matter on a variety of topics generally by several contributors.

Newspapers and the *Memoirs Proceedings Journals etc of societies* are not considered regular periodicals under the rules.

Plate A full page illustration usually printed on special (heavy) paper one side of the leaf being blank Plates are not as a rule included in the paging

Plates are occasionally found with a legend or brief description printed on the verso or with engravings on both sides.

Printer The person who prints a book, as distinguished from the publisher and bookseller who issue and sell it.

The same person or firm may however be printer publisher and bookseller or printer and publisher or publisher and bookseller

Privately printed Books are said to be privately printed when they are issued from a private press or for private distribution only and are not (ordinarily) in the trade

Program dissertations [illegible] announcements of memorial [illegible] schools especially those of [illegible] countries

Pseudonym An assumed name under which a person writes

Publisher *See* Printer

Reference A direction from one heading to another *e g* Alighieri Dante, *see* Dante Alighieri

Reprint. 1 A reproduction of an earlier edition of a work without alteration A new title-page may be added or substituted or the original title-page may be used with or without the addition or substitution of the date of the reprint Reproductions in facsimile whether printed from type or otherwise are called facsimile reprints.

2 A "separate," *i e* an article from a serial publication or a collection separately issued whether printed from the forms or plates of the original or from type actually reset.

Running title. The title repeated at the top of each page of the book or of a section

Separate. *See* Reprint, 2

Serial. A publication issued in successive parts usually at regular intervals, and as a rule intended to be continued indefinitely Serials include periodicals annuals (reports, year books, etc) and memoirs, proceedings, and transactions of societies

Serial number. The number denoting the place of the publication in a series, as Third annual report

Series 1 A number of volumes usually related to one another in subject or otherwise, issued successively by a publisher, as a rule in uniform style, with a collective title which generally appears at the head of the title page, on the half title, or on the cover

2 Each of two or more volumes of essays, lectures, articles, or other writings, similar in character and issued in sequence, *e g* Lowell's Among my books, second series

3 Several successive volumes of a periodical or other serial publication numbered separately in order to distinguish them from preceding or following volumes of the same publication, *e g* Notes and queries, 1st series, 2d series, etc

Series entry. A brief entry of the several works in the library which belong to a series under the name of that series as heading

Series note A note stating the name of a series to which a book belongs The series note ordinarily follows the collation

Sobriquet A fanciful or humorous appellation, a nickname

Subtitle A secondary or subordinate title, usually explanatory

Thesis *See* Dissertation Academic

Title 1 *In the broad sense the distinguishing name of any written production* as given on the title page including the name of the author editor translator the edition etc , but excluding the imprint

2 In the narrow sense the title does not include the name of the author editor, etc

See also Alternative title, Binder's title, Caption title, Cover title, Half title, Running title, Subtitle

Title entry The record of a book in the catalogue under some word of the title generally the first word not an article A title entry may be a main entry or an added entry

Title-page The page at the beginning of a book on which is printed the title and imprint (*cf* Half title)

Transliteration *A representation of the characters of one alphabet by those of another*

Volume. 1 A book distinguished from other books or from other parts of the same work by having its own title-page and usually independent paging

2 Whatever is contained in one binding

ENTRY AND HEADING

a) PERSONAL AUTHORS—UNDER WHOM AS AUTHOR

1 **Author entry.** Enter a work under the name of its author whether individual or corporate (*cf* Definitions Author)

> **Lecky William Edward Hartpole** The American revolution, 1763 1783 being the chapters and passages relating to America from the author's History of England in the eighteenth century by William Edward Hartpole Lecky Arranged and edited, with historical and bibliographical notes, by James Albert Woodburn
>
> Added entry **Woodburn, James Albert,** *ed.*

> **Linnæan society of New York.** Abstract of the proceedings of the Linnæan society of New York.

2 **Joint author entry** Enter a work written jointly by two authors (including correspondence) under the name of the one first mentioned on the title page, followed by the name of the second in the form, Besant, *Sir* Walter, *and* Rice, James * When there are more than two authors use the form Doe, John, *and others*, give the names of the others in the title if there are no more than three or if more than three, in a note or in the contents. Make added entries or references for the second and following authors (Cutter 3 4 218)

> **Stevenson, Robert Louis** *and* **Osbourne Lloyd.** The ebb-tide a trio and quartette by Robert Louis Stevenson and Lloyd Osbourne.
>
> Added entry **Osbourne Lloyd,** *joint author*

> [illegible] cs, theoretical and descriptive by [illegible] and Charles E. Timmerman
>
> [illegible] *joint author* 2 **Timmerman,** [illegible]

3 **Dissertations** Enter dissertations published before 1800 under the praeses as praeses. Make an added entry under the respondent when he is known to be the author The word *praeses* or *respondent* is to be added in the heading Treat in the same way the later dissertations of certain universities at which the old custom continued after 1800 (*e g* the Swedish and Finnish, and of the German particularly Tübingen)

> **Mosheim, Johann Lorenz** 1694?–1755 *praeses* Historia Michaelis Serveti 1728,
>
> Diss. — Helmstedt (Heinrich von Allwoerden, respondent and author)
>
> Added entry **Allwoerden, Heinrich von,** *b* 1703 *respondent.*

> **Schuebler Gustav** 1787–1834 *praeses* Untersuchungen über die temperaturveränderungen der vegetabilien und verschiedene damit in beziehung stehende gegenstände 1829
>
> Diss. — Tübingen (W Neuffer *respondent*)

Enter dissertations published after 1800 under the author excepting those of universities in which the old custom was kept up after 1800 (*e g* the Swedish and Finnish, and of the German particularly Tübingen)

* On the Library of Congress printed cards the name of the first author only is given in the heading

Running title The title repeated at the top of each page of the book or of a section

Separate. *See* Reprint, 2

Serial. A publication issued in successive parts usually at regular intervals, and as a rule intended to be continued indefinitely Serials include periodicals annuals (reports, year books, etc) and *memoirs, proceedings,* and *transactions* of societies

Serial number. The number denoting the place of the publication in a series, as Third annual report

Series. 1 A number of volumes usually related to one another in subject or otherwise, issued successively by a publisher, as a rule in *uniform style, with a collective title which generally appears at the head of the title page, on the half-title,* or on the cover

2 Each of two or more volumes of essays, lectures articles, or other writings, similar in character and issued in sequence, *e g* Lowell's Among my books, second series

3 Several successive volumes of a periodical or other serial publication numbered separately in order to distinguish them from preceding or following volumes of the same publication, *e g* Notes and queries, 1st series, 2d series, etc

Series entry. A brief entry of the several works in the library which belong to a series under the name of that series as heading

Series note A note stating the name of a series to which a book belongs The series note ordinarily follows the collation

Sobriquet A fanciful or humorous appellation, a nickname

Subtitle A secondary or subordinate title usually explanatory

Thesis *See* Dissertation Academic

Title 1 In the broad sense the distinguishing name of any written production as given on the title page including the name of the author editor translator, the edition etc , but excluding the imprint

2 *In the narrow sense the title does not include the* name of the author editor, etc

See also Alternative title, Binder's title, Caption title, Cover title, Half title, Running title, Subtitle

Title entry The record of a book in the catalogue under some word of the title generally the first word not an article A title entry may be a main entry or an added entry

Title-page The page at the beginning of a book on which is printed the title and imprint (*cf* Half title)

Transliteration. A representation of the characters of one alphabet by those of another

Volume 1 A book distinguished from other books or from other parts of the same work by having its own title page and usually independent paging

2 Whatever is contained in one binding

c) German dissertations.

Lange Albert Theodor, b 1818 De motu respiratorio . Berolini, typis Nietackianis [1842]

Inaug.-diss. — Berlin.

Vita.

[illegible]

Added entry Homburg Rudolf 1863– ed

d) Dutch dissertations.

Westrate Hendrik Abraham. Gelderland in den patriottentijd . . Arnhem, P Gouda Quint, 1903

Proefschrift — Utrecht.

e) Swedish dissertations.

Sandegren, Magnus i e Sven Axel Magnus, 1859– Till historien om statshvälfningen i Sverige 1809 Göteborg Göteborgs handelstidnings aktiebolags tryckeri 1890.

Akademisk afhandling — Upsala.

f) Treat like ordinary books the dissertations of other countries (Norwegian, Danish, etc.) the title-pages of which do not contain a generally uniform statement of thesis or degree. Whenever this statement appears on the title-page and the connection permits its separation from the title, it is to be given in a note, to consist preferably of the word *thesis* followed by the name of the university, e g

Thesis — Copenhagen.

For form of imprint *see* p 48 (Library of Congress supplementary rule 12, §10)

LIBRARY OF CONGRESS SUPPLEMENTARY RULE 25

[illegible]

1 Enter under author of the dissertation. Give title, place and date, and paging of the dissertation, disregarding the title of the program proper and omitting the publisher or printer State in a note the occasion of the publication (for form see examples below) Separate issues of the dissertation without the program are to be so designated (example 7)

2 Anonymous dissertations without title (e g those issued with the Indices lectionum) are to be entered under made up titles.

3 If a program is accompanied by two or more dissertations, enter each independently, with the note Programm — etc., as provided for under 1 No reference to the other dissertations need be made

4 Make *added entry* (examples 1–2, 5–6) or *form entry* (examples 3–4) for the institution

When the programs are classified as such, and an entry made for the series under the name of the institution, the added entry is of course omitted (example 8)

1 [Vahlen Johannes] 1830– [De attractione pronominum] Berolini [1873]

Programm — Univ Berlin (Index lect. Sem. aest.)

Added entry Berlin. Universität. Index lectionum 1873

2 [Schneider Carl Ernst Christoph 1786–1856 [De utilitate et praestantia litterarum graecarum et latinarum] Vratislaviae 1828.

Programm — Univ Breslau (Index lect. Sem. hib.)

Added entry Breslau. Universität. Index lectionum 1828–29.

3 Rydberg Johannes Robert, 1854– Fysikens utveckling till allmän tillståndslära Lund 1903

Programm — Univ Lund (with list of doctors' degrees)

Added entry Lund. Universitet — Doctors' degrees, 1903

4 Nitzsch Christian Ludwig 1782–1837 Pterylographiae avium pars prior Halae 1833

Programm — Univ Halle (with award of prizes)

Added entry Halle. Universität — Prizes, 1833

If two respondents are named without a praeses, and without designating the author, enter under the first and make added entry under the second

(Cutter, 6 Eclectic, 169–174 Wheatley's How to catalogue a library, p 105–121)

Library of Congress supplementary rule 13

The title pages of dissertations generally embody a more or less uniform statement in regard to the faculty or institution before which the thesis is presented, and of the degree for which its author is a candidate It is unnecessary to repeat this statement in full in every title The essential parts can best be given in a note If the author has added a sketch of his life, this is also to be mentioned in a note (*See* examples)

The title is to be given in the briefest form, omitting author's name, etc. If the dissertation is a text edited by a candidate for a degree and is entered under the author or title of that text, the name of the editor (author of the dissertation) is not to be omitted

Examples illustrating form of entry and of the note of thesis, dissertation, etc.

1 Earlier dissertations

Schurtzfleisch Conrad Samuel 1631–1708 *praeses* Lemmata antiqvitatum francicarum Lipsiae apud N Scipionem 1698
Diss — Wittenberg (P C Scheibler, respondent)

[illegible] 743 *praeses* De rervm vxoriarvm maritovtionibvs earvm cavsa attendendis Er [illegible] respondent and author)*
Added entry Hoyer, Georg Leopold, *respondent*

2 Modern dissertations

a) American dissertations

Stockard Sallie Walker The history of Alamance Raleigh N C, Capital printing company, 1900
Thesis (M A) — University of North Carolina.

Philoxenus *bp of Hierapolis* Three letters of Philoxenus, bishop of Mabbôgh (485–519) ed from Syriac manuscripts by Arthur Adolphe Vaschalde Roma Tip della R Accademia dei Lincei 1902
Thesis (PH D) — Catholic university of America Washington D C
Biography
Added entry Vaschalde Arthur Adolphe 1871– *ed*

b) French and Belgian dissertations

Mascart Jean Marcel 1872 Contribution à l étude des planètes télescopiques Paris Gauthier Villars et fils 1897
Thèse — Univ de Paris.

Haure Marcel *i e* Jean Marie Théodore Marcel 1859– Recherches sur les points de Weierstrass d une courbe plane algébrique Paris Gauthier Villars et fils 1896
Thèse — Faculté des sciences de Paris

Fontaine Théodore 1858– De la sensation et de la pensée Louvain C Peeters 1858
Thèse — Univ de Louvain

Note If there are two universities in a city, they are to be distinguished by their respective names (*e g* Thèse — Univ de Paris Thèse — Institut catholique Paris) For French theses from 1808 to July 10 1896 note should read Thèse — Faculté de droit de Paris Thèse — Faculté des lettres de Nancy etc Consult *Minerva* and *Catalogue des thèses*

[illegible] ... lish His designation ... authorship in the strict ... ied in doubtful cases ... stätten Centralblatt f ... r academischen grade

6 **Cartographers** (Map makers) Enter maps under the cartographer If the name of the cartographer is not found, enter under the publisher (Cutter, 9, 368 Eclectic, 100 British museum Rules, 1900, Catalogue of maps)

> Gregory C C McMillan's map of New Brunswick. Drawn by C. C. Gregory Scale of statute miles ,ca 8 to the inch,
>
> Johnston W *and* A. K. *pub* Johnston's commercial and library chart of the world on Mercator's projection

7 **Architects** Enter designs and plans of buildings under the architect (Cutter, 9 Eclectic, 100)

> Holman, Emily Elizabeth Picturesque summer cottages, containing 35 new and original designs for summer cottages, including also some summer hotels, country clubs and road houses, ranging in price from $250 to $3 000. Designed and pub. by E. E. Holman architect

8 **Music** Enter a musical work under the composer, with added entry under editor or arranger and also under the author of the words in case of operas, oratorios, cantatas, etc. (Cutter, 11, 367 Eclectic, 102-104 British museum Rules, 1900 Catalogue of music)

> Albert, Eugen d' Der improvisator Oper in drei aufzügen. Dichtung von Gustav Kastropp musik von Eugen d Albert
> Added entry Kastropp Gustav *librettist*

Enter *variations* under the composer of the variations, with added entry under the composer of the original theme or themes.

> Heller Stephen. Variations sur un thème de Beethoven (*Andante de la Sonate* Op 57) pour piano par Stephen Heller Op. 133
> Added entry Beethoven, Ludwig van

9 **Librettos** Enter a libretto under the librettist if known otherwise under the title In either case make added entry under the composer

> Barbier Jules Faust, a lyric drama in five acts book by J Barbier and M Carré, music by Charles Gounod.
> On cover Libretto English and French text.
> Added entries 1 Carré Michel, *joint author* 2 Gounod Charles François. Faust.

10 **Thematic catalogues** * Enter thematic catalogues under the composer, with added entry for the editor or compiler

> Mozart Johann Chrysostom Wolfgang Amadeus Chronologisch-thematisches verzeichniss sämmtlicher tonwerke Wolfgang Amade Mozart's Von dr Ludwig ritter von Köchel
> Added entry Köchel Ludwig Alois Friedrich *ritter* von.

11 **Heraldic visitations** † Enter heraldic visitations under the name of the herald or king-of-arms who makes the visitation, with added entries —

1 For other heralds assisting in or continuing the visitation
2 For the editor
3 For the college or king-of arms

> Bysshe *Sir* Edward A visitation of the county of Essex. Begun A. D. MDCLXIII., finished A. D. MDCLXVIII. by Sir Edward Bysshe knt., Clarenceux king of arms Ed by J J Howard
> Added entries 1 Howard Joseph Jackson *ed* 2 England College *of arms*

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* Library of Congress supplementary rule 24 † Library of Congress supplementary rule 9

5 Elter, Anton, 1858– De Henrico Glareano geographo et antiquissima forma 'Americae' commentatio Bonnae [1896]
Programm — Univ Bonn (Natalicia Gvilelmi II)
Added entry Bonn Universität.

6 Jeitteles, L[udwig] H[einrich] 1830–1883 Ueber einige seltene und wenig bekannte säugethiere des südöstlichen Deutschlands . [St Pölten, 1867]
Programm — N -Ö Landes-ober realschule, St. Pölten
Added entry Sankt Pölten, Austria. Landes-real und ober-gymnasium

7 Rautenberg, Ernst [Theodor] Sprachgeschichtliche nachweise zur kunde des germanischen alterthumes Hamburg 1880
Separate, from Programm — Gelehrtenschule des Johanneums, Hamburg

8 Hamb[illegible] Stadtbibl[illegible] [illegible] burger s[illegible]

The added entry "Hamburg Akademisches und real-gymnasium" is omitted here, there being a series entry
Hamburg Akademisches und real-gymnasium Programm

4 **Illustrators.** Enter books consisting solely of illustrations, or illustrated works of which the illustrations are the chief feature, under the illustrator or designer In the latter case make added entry under the author of the text

If the illustrations are secondary in importance to the text, the book is to be entered under the name of the author, with added entry under the name of the illustrator

In doubtful cases enter under the author of the text with added entry under the illustrator

(Cutter, 8 Eclectic, 96–99)

Finden, William, *and* Finden, Edward F Views of ports and harbours, [illegible]ue objects on the English coast. [illegible] paintings by J D Harding [illegible] eminent artists.
[illegible] 2 Chatto William Andrew

Omond, George William Thomson Bruges and West Flanders, painted by Amédée Forestier, described by G W T Omond.
Added entry Forestier, Amédée, *illus*

Jungman, *Mrs* Beatrix. Holland, by Nico Jungman, text by Beatrix Jungman.
Added entry Jungman, Nico *illus*

5 **Engravers.** Enter engravings under the engraver, unless they are reproductions of the work of another artist, in which case the entry is to be made under the original artist, with added entry for the engraver A collection by one engraver, copied from the works of several artists, is to be entered under the engraver (Cutter, 9 Eclectic, 100)

Turner Joseph Mallord William Picturesque views on the southern coast of England from drawings made principally by J M W Turner R A, and engraved by W B Cooke George Cooke and other eminent engravers.
Added entries 1 Cooke William Bernard, *engr* 2 Cooke George *engr*

Toschi, Paolo Toschi s engravings from frescos by Correggio and Parmegiano Reproduced by the heliotype process from the Gray collection of engravings, Harvard university
Added entries 1 Correggio *i e* Antonio Allegri, *known as* 2 Mazzuoli Francesco *called* il Parmigianino 3 Harvard university *William Hayes Fogg art museum Gray collection of engravings*

15 Indexes Enter an index with the work to which it belongs. Make added entry under the compiler

The New York genealogical and biographical record. Devoted to the interests of American genealogy and biography ... v 1– , Jan. 1870–
—— Subject index. Volumes 1–XXIV Comp. by Theodore M Banta.
Added entry Banta, Theodore Melvin, *comp*

Klein, Julius Leopold. Geschichte des dramas, von J L. Klein.
—— Register-band zur Geschichte des dramas von J L. Klein. Bd. 1–XIII. Bearb. von Theodor Ebner
Added entry Ebner, Theodor *comp*

An index to the various publications of a society or an institution is to be entered under the name of the body, with added entry under the compiler

Archaeological institute of America. — Index to publications. 1879–1889 By William Stetson Merrill.
Added entry Merrill, William Stetson, *comp*

A general index is, as a rule, to be entered under its compiler, but many indexes to periodical and miscellaneous literature, especially such as are published periodically, are better known under their titles, and should be so entered

Griswold, William McCrillis ... An index to articles relating to history, biografy literature society and travel contained in collections of essays (etc.) By W M Griswold ...

Poole's index to periodical literature by William Frederick Poole ... with the assistance as associate editor of William I Fletcher and the coöperation of the American library association and the Library association of the United Kingdom Rev ed. v 1 1802 1881
The later volumes are designated " first supplement " " second supplement," etc
Added entries 1 Poole William Frederick. 2 Fletcher William Isaac.

The Annual library index, 1905– Including periodicals, American and English essays, book-chapters, etc bibliographies, necrology and index to dates of *principal* events. Ed. with the cooperation of members of the American library association by W I Fletcher and H. E. Haines.
Added entries 1 Fletcher William Isaac 2 Haines, Helen Elizabeth.

A. L. A. portrait index. Index to portraits contained in printed books and periodicals, comp. with the cooperation of many librarians and others for the Publishing board of the American library association. Ed. by William Coolidge Lane and Nina E. Browne
Added entries 1 Lane William Coolidge 2 Browne Nina Eliza.

16 Concordances Enter a concordance under the author concordanced with added entry under the compiler

Shakespeare William. New and complete concordance or verbal index to words, phrases, and passages in the dramatic works of Shakespeare with a supplementary concordance to the Poems by John Bartlett
Added entry Bartlett, John.

AMERICAN LIBRARY ASSOCIATION RULE Enter a concordance under its compiler with added entry under the author concordanced. (Cutter, 20 Eclectic, 134 138)

17 Epitomes Enter an epitome under the original author, with added entry under the epitomizer (Cutter, 17 Eclectic, 141)

Malory *Sir* Thomas. The boy's King Arthur being Sir Thomas Malory's history of King Arthur and his knights of the Round table ed. for boys with an introduction by Sidney Lanier
Added entry Lanier Sidney *ed*

12 Bulls. Enter papal bulls as follows

1 A general collection, under the heading Roman Catholic church, with subheading Pope Make added entry under the collector or compiler and also under the title by which the collection is known

> **Roman Catholic church** *Pope* Bullarium romanum novissimum .. tertio nunc editum a D A M Cherubino
> Added entry **Cherubinus Laertius**

2 A collection of bulls limited to a single pontificate, or a single bull, under the same heading as a general collection, with the addition of the inclusive dates of the pontificate and the name of the pope Make a reference from the name of the pope, *e g* Alexander VI, *pope*, 1431–1503, *see also* Roman Catholic church *Pope 1492 1503 (Alexander VI)*

In the case of a single bull, the addition of the first word or words to the heading is recommended, especially in dealing with a large number of titles

> **Roman Catholic church** *Pope, 1492–1503 (Alexander VI)*
> **Roman Catholic church** *Pope, 1700–1721 (Clemens XI) Unigenitus*

13 Commentaries. When the text of a work is given with a commentary, the work is to be catalogued under the name of the author of the text and a reference or an added entry made under the name of the author of the commentary

It may occasionally be preferable to enter commentaries published with the text under the commentator Examples are (a) when the typographical disposition of the text clearly indicates its intended secondary position, *e g* in small type at the foot of the page, in parenthesis, etc, to elucidate the commentary, (b) when the text is printed in fragmentary form or is distributed through the commentary in such a way that it cannot be readily distinguished from it

(Cutter, 14–15 Eclectic, 139–140)

> **Demosthenes.** Demosthenes with an English *commentary* by the Rev Robert Whiston
> Added entry **Whiston Robert** *ed*

> **Gill William Hugh** The incarnate Word being the Fourth gospel elucidated by interpolation for popular use by William Hugh Gill
> Added entry **Bible** *N T John*

14 Continuations (Supplements) Enter a continuation which is in the form of an independent work with separate title, whether printed with the original or not, under the name of its own author, with a reference from the author of the original work (Cutter, 16 Eclectic, 166)

> **Justi Karl Wilhelm** Grundlage zu einer hessischen gelehrten schriftsteller und künstler-geschichte vom jahre 1806 bis zum jahre 1830 Fortsetzung von Strieder s Hessischer gelehrten und schriftsteller geschichte und nachträge zu diesem werke Von dr Karl Wilhelm Justi

> **Strieder Friedrich Wilhelm.** Grundlage zu einer hessischen gelehrten und schriftsteller-geschichte
> For a continuation of this work *see Justi Karl Wilhelm Grundlage zu einer* hessischen gelehrten schriftsteller- und künstler geschichte

> **Copinger Walter Arthur** Supplement to Hain s Repertorium bibliographicum By W A Copinger

> **Reichling Dietrich** Appendices ad Hainii-Copingeri Repertorivm bibliographicvm additiones et emendationes edidit Dietericus Reichling

> **Hain, Ludwig Friedrich Theodor** Repertorium bibliographicum
> *see also*
> Copinger, Walter Arthur Supplement to Hain s Repertorium bibliographicum
> Reichling Dietrich Appendices ad *Hainii Copingeri Repertorivm bibliographicvm*

b) PERSONAL AUTHORS — UNDER WHAT PART OR FORM OF NAME

23 Full name in vernacular form. In the heading give names of authors in full and in their vernacular form, with certain specified exceptions (see rules 27–28, 31–32, 38–39, 41–50, 52, 56) Refer from the form not adopted.

For a list of authorities on full names see "A selection of catalogers' reference books in New York state library"

ENTRY UNDER SURNAME

24 General rule In general, enter persons of modern times under the family name followed by the forenames. Variations from this practice are noted in succeeding rules.

25 Compound surnames. Enter compound surnames under the first part of the name and refer from the other parts.

Campbell-Bannerman, Sir Henry
Watts-Dunton, Theodore.
Hart-Synnot, Arthur FitzRoy
Pardo Bazán, Emilia.
Cotarelo y Mori, Emilio.
Calderón de la Barca, Pedro.
Schulze-Delitzsch, Hermann.
Imbert de Saint-Amand, Arthur Léon, baron.
Leveson-Gower Arthur Francis Gresham
Simonde de Sismondi, Jean Charles Léonard.
Vivien de Saint Martin, Louis.
Pflugk-Harttung, Julius Albert G. von.

When it is found that the author's own usage or the custom of his country distinctly favors entry under some part of the name other than the first, it may be advisable to make an exception to this rule.

Salomons, Sir David Lionel Goldsmid-Stern- bart.
Fénelon, François de Salignac de La-Mothe.

26 Surnames with prefixes. Enter surnames with prefixes under the part following the prefix, except (a) in English (b) in French when the prefix consists of or contains an article (c) in Italian and Spanish when the prefix consists simply of an article (d) when the prefix and the name are written as one word. Naturalized names with prefixes are to be treated according to the rules for the language adopted. (Cutter, 29. Eclectic, 2–22, 427 British museum Rules, 12)

Hoffmann (—— von) Lima (—— de) Ponte e Horta (—— da), Santos Pereira Jardim (—— dos) Brink (—— ten), Haar (—— ter) Haeghen (—— van der), Laer (—— van)

English. A Becket, Ap John, De Quincey De La Rue, De Morgan, D'Israeli, Le Gallienne, MacDonald, Van Buren.

French. Du Moncel, La Rochefoucauld, Le Sage, Du Pin, Du Bocage *but* Rosny (—— de), Bouille (—— de), Allard (—— de)

Italian and Spanish La Lumia, La Farina, Lo Gatto *but* Farina (—— da), Rio (—— del) Torre (—— della)

Prefix compounded with the name Vanderkindere, Vonhausen, Zurlauben, Dechambre, Vanderhoeck, Delacroix, Lafuente, Laserna, Dallolio.

27 Form of forenames. Give forenames in the form most common in the author's native or adopted language, or in doubtful cases in the form proper to the language in which he has written most of his works, *e. g* Pushkin, Aleksandr Sergieevich, *not* Alexander

18 Excerpts, chrestomathies Enter excerpts (selections) and chrestomathies from a single author under that author with *added entry or reference under the compiler* (Cutter, 19)

For entry of excerpts, etc from several authors *see* 126

Burns, Robert *Gems from Burns selections from the poems, letters lyrics* and ballads of Robert Burns by Gordon Garrett
Added entry Garrett, Gordon *ed*

Plato Chrestomathia Platoniana
With the Latin translation of Jean de Serres. Ed by F C Mueller
Added entries 1 Serres, Jean de *tr* 2 Mueller Ferdinand Christian *ed*

19 Revisions Enter a revision under the name of the original author unless it has become substantially a new work in which case it is to be entered under the reviser, with a reference or an added entry under the original author (Cutter, 18 Eclectic, 289–293)

Johnston Alexander 1849 1889 A history of the United States for schools .. by Alexander Johnston .. 4th ed rev and continued by Winthrop More Daniels and William MacDonald 1901
Added entries 1 Daniels Winthrop More 2 MacDonald William.

Seubert Adolf Friedrich. Allgemeines künstler lexicon oder Leben und werke der berühmtesten bildenden künstler 2 aufl. umgearb. und ergänzt von A Seubert.
2d ed tion of Friedrich Müller's Die künstler aller zeiten und völker

Müller Friedrich Die künstler aller zeiten und völker
For a second ed tion of this work *see* Seubert, Adolf Friedrich Allgemeines künstler-lexicon 1882

20 Table-talk, interviews Enter table talk under the name of the talker, interviews under the name of the person interviewed (Cutter, 22)

Selden John. The table talk of John Selden ed with an introduction and *notes by Samuel Harvey Reynolds*
Added entry Reynolds Samuel Harvey *ed*

21 Translations Enter a translation under the heading of the original work Make added entry under the translator (Cutter, 245–247)

Homerus The Iliad of Homer done into English prose by Andrew Lang ... Walter Leaf and Ernest Myers
Added entries 1 Lang Andrew *tr* 2 Leaf Walter, *tr* 3 Myers *Ernest tr*

22 Manuscripts Manuscripts, in so far as they require entry in the general author catalogue, are to be treated according to the following rules

1 Enter manuscripts and facsimiles of manuscripts of an author under his name

Keats John. *Hyperion (Manuscript)* Hyperion a facsimile of Keats's autograph manuscript with a transliteration of the manuscript of The fall of Hyperion a dream. With introductions and notes by Ernest de Sélincourt
Added entry Sélincourt Ernest de *ed*

2 Enter an anonymous manuscript or the facsimile of an anonymous manuscript under the name or the title by which it is generally known, provided this is distinctive, otherwise under the designation or number in *the collection to which it belongs*

Codex Fejérváry Mayer
Códice Martínez Gracida.
Flateyjarbók.
Nibelungenlied *Mss h*
Paris. Bibliothèque nationale *Mss lat* 10318.

Collections of manuscripts or of facsimiles of manuscripts are to be treated like other collections (*see* 126)

(Cutter, 109 366)

b) PERSONAL AUTHORS — UNDER WHAT PART OR FORM OF NAME

23 Full name in vernacular form In the heading give names of authors in full and in their vernacular form, with certain specified exceptions (*see* rules 27–28 31 32 38–39, 42–50 52 56) Refer from the form not adopted.

For a list of authorities on full names *see* "A selection of cataloguers' reference books in New York state library"

ENTRY UNDER SURNAME

24 General rule In general, enter persons of modern times under the family name followed by the forenames Variations from this practice are noted in succeeding rules.

25 Compound surnames Enter compound surnames under the first part of the name and refer from the other parts.

Campbell Bannerman, *Sir* Henry
Watts Dunton, Theodore
Hart-Synnot, Arthur FitzRoy
Pardo Bazán, Emilia.
Cotarelo y Mori Emilio
Calderón de la Barca, Pedro
Schulze-Delitzsch, Hermann.
Imbert de Saint Amand, Arthur Léon, *baron*.
Leveson-Gower Arthur Francis Gresham.
Simonde de Sismondi, Jean Charles Léonard.
Vivien de Saint Martin, Louis.
Pflugk Harttung, Julius Albert G von.

When it is found that the author's own usage or the custom of his country distinctly favors entry under some part of the name other than the first, it may be advisable to make an exception to this rule.

Salomons *Sir* David Lionel Goldsmid-Stern *bart*.
Fénelon, François de Salignac de La Mothe

26 Surnames with prefixes Enter surnames with prefixes under the part following the prefix, except (a) in English (b) in French when the prefix consists of or contains an article (c) in Italian and Spanish when the prefix consists simply of an article (d) when the prefix and the name are written as one word Naturalized names with prefixes are to be treated according to the rules for the language adopted. (Cutter, 29. Eclectic, *2 11* 427 British museum Rules, 12)

Hoffmann (—— von) Lima (—— de) Ponte e Horto (—— da) Santos Pereira Jardin (—— dos) Brink (—— ten) Haar (—— ter) Haeghen (—— van der) Laer (—— van)

English A Becket, Ap John, De Quincey De La Rue, De Morgan, D'Israeli, Le Galienne MacDonald, Van Buren.

French Du Moncel La Rochefoucauld, Le Sage, Du Piu, Du Bocage *but* Rosny (—— de) Bouille (—— de) Allard (—— de)

Italian and Spanish La Lumia, La Farina, Lo Gatto *but* Farina (—— da) Rio (—— del) Torre (—— della)

Prefix compounded with the name Vanderkindere Vonhausen, Zurlauben, Dechambre Vanderhoeck, Delacroix, Lafuente, Laserna, Dallolio.

27 Form of forenames Give forenames in the form most comm[illegible] author's native or ado[illegible] language in which he [illegible] [illegible]ich, not Alexander

c

18 **Excerpts, chrestomathies** Enter excerpts (selections) and chrestomathies from a single author under that author, with added entry or reference under the compiler (Cutter, 19)

For entry of excerpts, etc from several authors *see* 126

> **Burns Robert** *Gems from Burns selections from the poems, letters lyrics* and ballads of Robert Burns by Gordon Garrett ..
> Added entry **Garrett Gordon** *ed*

> **Plato** Chrestomathia Platoniana
> With the Latin translation of Jean de Serres. Ed by F C Mueller
> Added entries 1 **Serres, Jean de** *tr* 2 **Mueller Ferdinand Christian** *ed*

19 **Revisions** Enter a revision under the name of the original author unless it has become substantially a new work in which case it is to be entered under the reviser, with a reference or an added entry under the original author (Cutter, 18 Eclectic, 289–293)

> **Johnston Alexander** 1849 1889 A history of the United States for schools .. by Alexander Johnston 4th ed rev and continued by Winthrop More Daniels and William MacDonald 1902
> Added entries 1 **Daniels Winthrop More** 2 **MacDonald William.**

> **Seubert Adolf Friedrich.** Allgemeines künstler lexicon oder Leben und *werke der berühmtesten bildenden künstler 2 aufl. umgearb. und ergänzt von A* Seubert.
> 2d edition of Friedrich Müller's Die künstler aller zeiten und völker

> **Müller Friedrich** Die künstler aller zeiten und völker
> For a second edition of this work *see* Seubert, Adolf Friedrich Allgemeines künstler lexicon. 1882

20 **Table talk, interviews** Enter table talk under the name of the talker, interviews under the name of the person interviewed (Cutter, 22)

> **Selden John** The table talk of John Selden ed with an introduction and notes by Samuel Harvey Reynolds
> Added entry **Reynolds Samuel Harvey** *ed*

21 **Translations** Enter a translation under the heading of the original work Make added entry under the translator (Cutter 245–247)

> **Homerus** The Iliad of Homer done into English prose by Andrew Lang .. Walter Leaf and Ernest Myers
> Added entries 1 **Lang Andrew** *tr* 2 **Leaf Walter** *tr* 3 **Myers Ernest** *tr*

22 **Manuscripts** Manuscripts, in so far as they require entry in the general author catalogue, are to be treated according to the following rules

1 Enter manuscripts and facsimiles of manuscripts of an author under his name

> **Keats John.** *Hyperion (Manuscript)* Hyperion a facsimile of Keats's autograph manuscript with a transliteration of the manuscript of The fall of *Hyperion* a dream With introductions and notes by Ernest de Sélincourt
> Added entry **Sélincourt Ernest de** *ed*

2 Enter an anonymous manuscript or the facsimile of an anonymous manuscript under the name or the title by which it is generally known provided this is distinctive, otherwise under the designation or number in the collection to which it belongs

> **Codex Fejérváry Mayer**
> **Códice Martínez Gracida.**
> **Flateyjarbók.**
> **Nibelungenlied** *Mss k*
> **Paris Bibliothèque nationale** *Mss lat* 10318

Collections of manuscripts or of facsimiles of manuscripts are to be treated like other collections (*see* 126)

(Cutter, 109 366)

33 **Noblemen** Enter a nobleman under his family name and refer from his titles

AMERICAN LIBRARY ASSOCIATION RULE Enter a nobleman under his latest title unless he is decidedly better known by the family name or an earlier title In either case refer from the name not adopted as entry word (Cutter 25-26 Eclectic, 28-31 and p 66-67, *note*)

> Kelvin, William Thomson, *1st baron*
> Avebury John Lubbock, *1st baron*
> *but*
> Bacon, Francis *viscount St Albans*
> Walpole Horace *4th earl of Orford*

34 **Ecclesiastical dignitaries** Enter ecclesiastical dignitaries, except those mentioned in 31, under their surnames In the case of bishops and archbishops of the Church of England, refer from the names of their sees

> Davidson, Randall Thomas *abp of Canterbury*
> Colenso Joseph William, *bp of Natal*
> Wilberforce Samuel, *successively bp of Oxford and Winchester*

TITLES, DESIGNATIONS, AND EPITHETS TO BE ADDED IN THE HEADING

35 **Titles of nobility, etc.** Add in the heading titles and designations which indicate nobility and the higher offices or ranks when they are commonly used in referring to a person Foreign titles are to be given in English when the forename is entry word, otherwise in the vernacular * (Cutter, 214-216 Eclectic, 446-452)

> Karl, *archduke of Austria*
> Karl Ludwig *elector palatine*
> *but*
> Humboldt, Wilhelm, *freiherr* von
> Mirabeau, Honoré Gabriel Riquetti, *comte* de.

In Cutter 214 will be found a full explanation of the titles of Englishwomen. *cf also* Eclectic, 452

36 **Epithets, etc added when forename becomes entry word** Add to the forename when it is used as entry word any epithet, by name, or adjective of origin, nationality, etc by which the person is usually known

> Kazimierz III *Wielki, king of Poland*
> Joannes Eleemosynarius *Saint patriarch of Alexandria.*
> Gulielmus Alvernus *bp of Paris*

37 **Dates and designations** Distinguish persons of the same name by adding in the headings the dates of birth and death or descriptive designations denoting profession, occupation, etc.

When the years of birth and death are easily ascertainable they should be added

* *Library of Congress uses the English form for such titles as bishop archbishop cardinal*

In German and Swedish forenames, when there is doubt between *ph* and *f*, or *c* and *k*, *f* and *k* are to be preferred, *e g* Adolf rather than Adolph, Karl rather than Carl In names of classical origin *ae* is to be preferred to *e* — Aegidius, *not* Egidius

28 Unused forenames. Omit forenames not used by the author and not *represented by initials on the title-pages of his works, e g* Conradi, Bruno, *not* Karl Paul Bruno, Dickens, Charles, *not* Charles John Huffam

If in such cases it is deemed better to give the full name, the following form of entry may be adopted Levasseur, Émile *i e* Pierre Émile Refer from the form not adopted

29 Forenames with variants. Give forenames which have a distinct variant in the form of the variant whenever the author uses it regularly Refer from the original form when necessary

[illegible] nnes

A large minority of the (British) Library association committee favour entry under the original name, while admitting that popular libraries should choose the variant whenever the author uses it regularly

30 Compound forenames. Forenames that appear combined in one word are not to be separated into their component parts unless it is known that the separate form represents the author's own usage

Martini Giambattista *not* Giovanni Battista

ENTRY UNDER FORENAME, TITLE, ETC

31 Popes, sovereigns, etc. Enter under forenames sovereigns, ruling princes, popes, saints, and other persons* known by their forenames only (*cf* 45 46, 48)

Charles II, *king of Great Britain*
Albert I, *prince of Monaco*
Karl *landgrave of Hesse Cassel*
Pius II, *pope*
Athanasius *Saint*
Giraldus *Cambrensis*
Geoffrey *of Monmouth*
Thomas *the Rhymer*

32 Princes of the blood. Enter members of the immediate families of sovereigns under their forenames and refer from their titles

Carlos *Don infante of Spain*
George *prince of Wales*
Gaston Jean Baptiste, *duc d'Orleans*
Marie Anne de Bourbon, *princesse de Conti*

AMERICAN LIBRARY ASSOCIATION RULE In general, enter members of the immediate families of sovereigns under their forenames and refer from their titles, but enter under their titles those who are decidedly better known by these designations

George *prince of Wales*
but
Orléans Gaston Jean Baptiste *duc* d'.

* Until the 14th century the presumption is in favor of the forename rather than the by name as entry word

AMERICAN LIBRARY ASSOCIATION RULE Enter a married woman under her latest name unless he has consistently written under an earlier one (either her maiden name or the name of a former husband) In either case refer from the name not selected as entry word.

The heading is to consist of (a) husband's surname, (b) her own forenames, and (c) her maiden name, when known, in parentheses.

Stowe *Mrs.* Emily Howard (Jennings)
Hopkins, *Mrs* Sarah (Drake) Garretson.
Jackson, *Mrs.* Helen Maria (Fiske) Hunt.
Soyaux, *Frau* Frieda (Schanz)
Gasparin, Valérie (Boissier) *comtesse* de.

When a woman uses her husband's forenames or initials in place of her own on the title-pages of her books, add this form in the heading and refer from it.

Hinkson, Katharine (Tynan) "*Mrs* H. A. Hinkson."
Ward, Mary Angela (Arnold) "*Mrs* Humphry Ward."

Examples of married women who are to be entered under the maiden name or the name of a former husband

Bell, Lilian Lida. "*Mrs* A. H. Bogue."
Brontë, Charlotte with reference from Nicholls, *Mrs* Charlotte (Brontë)
Wiggin, Kate Douglas (Smith) "*Mrs* G. C. Riggs."
Burnett, *Mrs* Frances (Hodgson) with reference from Townsend *Mrs* Stephen.

(Cutter, 24c. Eclectic, 34–36, 431–433)

42 Variations due to language, transliteration, etc. When a person regularly uses a foreign form of his name, enter under this form.

Leschetizky Theodor *not* Leszetycki, Teodor
Tschermak, Gustav *not* Čermak.

This practice applies to authors whose works have originally appeared in a foreign or adopted tongue, and whose names may therefore be given in the form thus adopted by them.

Follow this practice also in the case of transliterated names, if the author has himself consistently used a particular form when among foreigners, or is always known by a transliteration differing from the one provided for in these rules.

Rangabé *not* Rankabes.
Vlachos, *not* Blachos.

(*cf* Appendix 2 *also* Eclectic, 377–383)

43 Writers of the middle ages and the renaissance and reformation periods Authors of the middle ages and the renaissance and reformation periods who have translated their names into one of the classic languages, or who, with or without reference to the original, have adopted a name Greek or Latin in form, are to be entered under the adopted form.

Agricola Rudolf, *not* Bauer
Xylander Wilhelm, *not* Holtzmann.
Melanchthon, Philipp *not* Schwarzerd,
Oecolampadius, Johannes, *not* Hausschein.

On the other hand, enter under the original name when it has become firmly established, through the author's own usage or otherwise, so that he is known by that rather than by the adopted name

Reuchlin, Johann, *not* Capnion.

In either case refer from the form of name not adopted as entry word.

in the heading even if not necessary at the time for distinguishing persons of the same name.

(Cutter, 213)

Smith, John, 1536–1616.
Smith, John, 1580–1631
Smith, John, *clock-maker*
Smith, John, *of Malton Eng*
Smith, John, *rector of Baldock*
Smith, John, *surgeon and trading captain*

PSEUDONYMS, CHANGE OF NAME, ETC.

38 **Pseudonyms.** Enter under the pseudonym of a writer when the real name is not known, and add the abbreviation *pseud* in the heading* Make added entry under the title (Cutter, 7, 97, 204–205 Eclectic, 64–79)

Adams, Mary, *pseud* Confessions of a wife, by Mary Adams, with illustrations by Granville Smith
[French, Alice] Expiation, by Octave Thanet [*pseud*]

39 **Sobriquets, nicknames, etc.** In a few cases, chiefly names of artists, a universally used sobriquet or nickname is to be selected as entry word, provided it is not one of the forenames of the person in question (Cutter, 24a Eclectic, 407)

Tintoretto *i e* Jacopo Robusti, *known as* (with reference from Robusti)
Giorgione *i e* Giorgio Barbarelli, *known as* (with reference from Barbarelli)

40 **Change of name — general rule.** In the case of authors who change their name, or add to it a second after having begun to publish under the first, the heading is to consist of the original name followed by the word *afterwards* and the name subsequently adopted (British Museum Rules, 11)

Smith, Hannah, *afterwards* Hesba Stretton
Lindenbrog, Friedrich, with reference from Lindenbruch

AMERICAN LIBRARY ASSOCIATION RULE Enter a person who has changed his name under the latest form, unless an earlier one is decidedly better known This includes cases in which merely the spelling of the name has been altered Refer from the form not selected as entry word

Stretton, Hesba, *originally* Hannah Smith
Lindenbruch, Friedrich, with reference from Lindenbrog
Fiske, John, with reference from Green, Edmund Fiske

41 Married women. Enter a married woman under the earliest name which she has used as an author Refer from later names

Robinson, Agnes Mary Frances, *afterwards Mrs* James Darmesteter, *afterwards Mme* Duclaux, with references from Darmesteter, *Mrs* James, and Duclaux, *Mme*
Thackeray, Anne Isabella, *afterwards Lady* Richmond Ritchie
Cartwright, Julia, *afterwards Mrs* Henry Ady
Potter, Beatrice, *afterwards Mrs* Sidney Webb

---

* The Library of Congress enters under pseudonym a few authors who, besides having written exclusively under their pseudonyms, are decidedly better known in literary history by their assumed than by their real names.

Eliot, George, *pseud of* Marian Evans, *afterwards* Cross. George Eliot's life as related in her letters and journals, arranged and edited by her husband, J W. Cross
Added entry Cross, John Walter, *ed*

An exception is also made in the case of two or more authors who have written together under one pseudonym, when for practical reasons entry under the pseudonym is often preferable

Tilton, Dwight, *pseud of* George Tilton Richardson *and* Wilder Dwight Quint.
On Satan's mount, by Dwight Tilton .. illustrations by Charles H. Stephens.

50 Byzantine writers Enter Byzantine authors under the personal or baptismal name in the Latin form. A reference is usually to be made from the surname, especially when it has become a family name (Instruktionen, 58)

> Georgius *Pisides* Georgius *Syncellus* with references from Pisides, Syncellus.
> Anna Comnena, Joannes Tzetzes, with references from Comnena, Tzetzes.
> *but*
> Georgius *Monachus*, Maximus *Confessor* Theodorus *Anagnostes* without references from Monachus, Confessor Anagnostes.

51 Classic Latin writers Enter Latin authors in accordance with the practice of the classical dictionaries (cf 49)

When it is doubtful which of two names has been preferred as entry word by the best authorities, enter under the first and refer from the second.

> Martianus Capella, with reference from Capella.

The original Latin form of the name is to be adopted, with reference from the English form whenever the latter differs from the original.

> Horatius Flaccus, Quintus, with reference from Horace.

52 Oriental writers Arabic, Turkish, etc Arabic and other writers (especially Turkish and Persian) living in Mohammedan countries and following Mohammedan practice, are to be entered under the personal name, followed by the names expressing relationship (compounds with *abū* father *ibn* son, etc.) and by any special name or names derived either from the author's place of birth or from some circumstance connected with his life and character The portion of the name preceding the personal name is to be transposed in the heading similarly to the transposition of Christian forenames. References are to be made from each of the various names.*

The article *al* is always to be written out, but is to be ignored in the arrangement when it precedes the name under which entry is made †

> Muhammad ibn Zakariyā, Abū Bakr *al-Rāzī* with references from Abū Bakr Muhammad ibn Zakariyā, *al-Rāzī* al *Rāzī* *Rasis* *Rhazes*.
> Abū Bakr ibn al-Tufail, Abū *Ja'far* *al-Ishbīlī* with references from Abū Ja'far ibn al-Tufail, al-Ishbīlī Ibn al Tufail al Ishbīlī.

Exceptions are to be made where a name other than the personal name more readily distinguishes the author or where a particular form of the name has become established in western literature

> Abū al-Wafā, *al-Būzjānī* with references from Muhammad ibn Muhammad, Abū al Wafā, al-Būzjānī al Būzjānī Aboul Wéfa
> Averroës, with references from Muhammad ibn Ahmad, Abū al Walīd, called Ibn Rushd Ibn Rushd Abū al Walīd Muhammad ibn Ahmad, called Ibn Rushd.
>
> *See also examples under 56*

53 Hebrew writers Hebrew writers prior to the 19th century unless decidedly better known under a European *form of name*, are to be entered under the given name of the author followed by that of his father or by some designation referring to the city of his birth or residence to his profession, or to his rank. When the proper

* Library of Congress printed cards follow in the main the form of heading adopted in the catalogues of the British museum.

† Many will prefer to transpose the article, writing it at the end followed by a hyphen to indicate its connection with the name

44 **Post reformation and modern writers known under a Latin form** Post reformation and modern writers whose names are found both in a Latin form and in the vernacular are to be entered under the Latin form whenever this is decidedly better known Reference is to be made from the vernacular

> **Grotius Hugo** with reference from Groot Hugo van
> *but*
> **Ritschl Friedrich Wilhelm** *not* Ritschelius Fridericus

45 **Popes** Give names of popes in Latin and refer from the vernacular form of the forename and from the family name

> **Pius II** *pope* with reference from Pio and from Piccolomini Enea Silvio

46 **Sovereigns** Give names of sovereigns in the vernacular and refer from the English form *

> **Franz Joseph I** *emperor of Austria*
> **Friedrich I** *Barbarossa emperor of Germany*
> **Wilhelm II** *German emperor*
> **Henri IV** *king of France*
> **Umberto I** *king of Italy*

47 **Bible characters** Give names of Bible characters in English, and as far as possible in the form in which they appear in the authorized version

> **James** *Saint apostle*

48 **Saints** *Give names of saints other than Bible characters in Latin* unless they are decidedly better known under the vernacular or some other form

> *Latin form —*
> [illegible] *Cassino*
> [illegible]
> [illegible] *of Alexandria*
> [illegible]
>
> *Vernacular form —*
> **Birgitta** *Saint of Sweden*
> **Bernard** *de Clairvaux Saint*
> **Geneviève** *Saint of Paris*
>
> *English form —*
> **Patrick** *Saint*
> **Augustine** *Saint abp of Canterbury*

GREEK, LATIN, AND ORIENTAL WRITERS

49 **Ancient Greek writers** Enter ancient Greek authors under the Latin form of their names and refer from the English and occasionally from the Greek form In selecting the proper entry word for the names of ancient Greeks follow the practice of the classical dictionaries (Smith s Dictionary of Greek and Roman biography, Engelmann s Bibliotheca scriptorum classicorum Harper s Dictionary of classical literature and antiquities)

> **Homerus** with reference from Homer
> **Aeschylus** with reference from Aischylos

---

* Library of Congress enters sovereigns of nations not using alphabets in roman or gothic characters under the English form e g Paul I *emperor of Russia* (*not* Pavel I) Catharine II *empress of Russia* (*not* Ekaterina II)

50 **Byzantine writers** Enter Byzantine authors under the personal or baptismal name in the Latin form *A reference is usually to be made from the surname, especially when it has become a family name* (Instruktionen, 58)

> Georgius *Pisides* Georgius *Syncellus* with references from Pisides, Syncellus.
> Anna Comnena, Joannes Tzetzes with references from Comnena, Tzetzes.
> *but*
> Georgius *Monachus* Maximus *Confessor* Theodorus *Anagnostes* without references from Monachus, Confessor Anagnostes.

51 **Classic Latin writers** Enter Latin authors in accordance with the practice of the classical dictionaries (*cf* 49)

When it is doubtful which of two names has been preferred as entry word by the best authorities, enter under the first and refer from the second

> Martianus Capella, with reference from Capella.

The original Latin form of the name is to be adopted with reference from the English form whenever the latter differs from the original

> Horatius Flaccus, Quintus with reference from Horace

52 **Oriental writers Arabic, Turkish, etc** Arabic and other writers (especially Turkish and Persian) living in Mohammedan countries and following Mohammedan practice, are to be entered under the personal name followed by the names expressing relationship (compounds with *abu* father *ibn* son, etc) and by any special name or names derived either from the author's place of birth or from some circumstance connected with his life and character The portion of the name preceding the personal name is to be transposed in the heading similarly to the transposition of Christian forenames References are to be made from each of the various names *

The article al is always to be written out but is to be *ignored* in the arrangement when it precedes the name under which entry is made †

> Muhammad ibn Zakarīyā, Abū Bakr *al Rāzī* with references from Abū Bakr Muhammad ibn Zakarīyā, *al Rāzī* al Rāzī Rasis Rhases.
> Abū Bakr ibn al Tufail, Abū Ja far *al Ishbīlī* with references from Abū Ja far ibn al Tufail, *al-Ishbīlī* Ibn al Tufail al Ishbīlī

Exceptions are to be made where a name other than the personal name more readily distinguishes the author or where a particular form of the name has become established in western literature

> Abū al Wafā, *al Buzjānī* with references from Muhammad ibn Muhammad, Abū al Wafā *al Buzjānī* al Buzjānī Aboul Wéfa
> Averroës, with references from Muhammad ibn Ahmad, Abū al Walīd *called* Ibn Rushd Ibn Rushd Abū al Walīd Muhammad ibn Ahmad, *called* Ibn Rushd.
>
> *See also* examples under 56.

53 **Hebrew writers** Hebrew writers prior to the 19th century unless decidedly better known under a European form of name are to be entered under the given name of the author followed by that of his father or by some designation referring to the city of his birth or residence to his profession, or to his rank. When the proper

* Library of Congress printed cards follow in the main the form of heading adopted in the catalogues of the British museum.

† Many will prefer to transpose the article writing it at the end followed by a hyphen to indicate its connection with the name

names of Hebrew writers begin with *ben*, *abi* or *ab*, these should begin the heading, as they form an integral part of these names. The same holds true of *bar* in Syriac names

The article is always to be written *ha* When this precedes the name of the writer it is to be ignored in the arrangement *

A Hebrew writer who has written both in Hebrew and in Arabic is to be entered under his Hebrew designation with reference from the Arabic name

Refer from the various forms in which the names of many Hebrew writers have become current The Biblical names are to be given, as far as possible, in the form in which they appear in the authorized version

> **Israel ben Eliezer, Ba'al-Shem Tob,** *called* **Besht** with references from Besht, Israel ben Eliezer, *called*, Ba al Shem Tob, Israel ben Eliezer
> **Judah** *ha Levi*, with references from Jehuda Halevi Halevi Judah.
> *but*
> **Maimonides** with references from Moses ben Maimon, Rambam
> **Leo Hebraeus,** with reference from Abranavel, Judah.

54 **Indic names** Indic names are as a rule to be entered under the personal name (usually the first) with reference from the family name or surname (usually the third) When there are only two names, refer from the second †

> **Mahâdeva Govinda Rânade** with references from Rânade Mahâdeva Govinda Govinda Rânade, Mahâdeva.

Where family names have been adopted according to western usage, enter under the family name and refer from the personal name

> **Dutt, Romesh Chunder,** with reference from Romesh Chunder Dutt.

55 **Other Oriental names** Oriental names not provided for above (*cf* 52–54) are usually treated like the Indic, except when, like the Armenian, they are formed according to western usage, in that case they are to be treated like modern family names, *e g* Hagopian, Hovhan

56 **Oriental names known under western forms.** Oriental names for which particular forms have become firmly established in western literature are to be entered under these forms with reference from the original

> **Avicenna,** with references from Abû Alî al Husain ibn Abd Allâh ibn Sînâ, al-Husain ibn Abd Allâh ibn Sînâ Abû Alî, Ibn Sînâ.
> **Confucius,** with references from Kung Kew, Kung Fu tze

> *See also* example **Averroës** (exception to 52)

For transliteration of names of Oriental writers *see* Appendix 2, *also* Instruktionen, p 50–55, Eclectic, 338–343

For list of Oriental titles and occupations, with their signification, *see* Eclectic, p 76–97

EDITORS, ETC.

57 **Editors, etc** The names of editors translators, continuators, etc. are subject to the same rules as the names of authors (Eclectic, 176)

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* Many will prefer to transpose the article and write it at the end. (*cf* foot note to 52)

† Library of Congress printed cards follow in the main the form of heading adopted in the catalogues of the British museum.

c) CORPORATE BODIES AS AUTHORS

GOVERNMENT PUBLICATIONS

Specification. Governments (states, provinces, municipalities, ecclesiastical, military, or judicial districts) are to be considered as authors of their official publications

58 General rule Enter under names of countries, states, cities, towns, etc.* official publications issued by them or under their auspices. The names of the departments, bureaus, etc. from which the publications emanate are to be given as subheadings.

Great Britain. *Parliament.*
Prussia. *Ministerium des innern.*
U S. *Department of state.*

In the entry of government publications, use for a subheading the name of the office rather than the title of the officer e g *Bureau of education*, not *Commissioner of education* (Cutter, 53)

Make a general reference from the name of the head of a department to the name of the office

Wilson, *James, see also* U S. *Department of agriculture*

Occasionally the title of the officer is the only name of the office. In that case it is to be adopted as subheading.

Illinois. *State entomologist.*

The name of the occupant of the office, preceded by the dates of his incumbency may be added to such subheadings as *President, Governor, Mayor,* etc., in order to bring together the publications issued during a given administration

U S. *President, 1789–1797 (Washington)*

59 Bureaus or offices subordinate to a department. Enter government bureaus or offices subordinate to a department directly under the country not as subheadings under the department.

U S. *Bureau of insular affairs* with references from
 U S. *Insular affairs Bureau of*
 U S. *War department. Bureau of insular affairs.*
U S. *Hydrographic office* with reference from
 U S. *Navy department. Hydrographic office*
Italy *Direzione generale dei telegrafi* with references from
 Italy *Telegrafi Direzione generale dei.*
 Italy *Ministero dei lavori pubblici. Direzione generale dei telegrafi.*
 Italy *Ministero delle poste e dei telegrafi. Direzione generale dei telegrafi.*
Prussia. *Statistisches landesamt,* with reference from
 Prussia. *Ministerium des innern. Statistisches landesamt.*

The Publishing board and Library of Congress enter names of departments, bureaus, etc. in their direct form. Many libraries will prefer the inverted form, e.g U S. *Education, Bureau of* Massachusetts. *Agriculture State board of* (cf U S *Supt. of documents* Author headings for U S. public documents, 1903)

Still another form has been adopted in Bowker's "State publications," 112.

New Hampshire [*Agriculture*] *Board of agriculture.*
Vermont. [*Insane*] *Supervisors of the insane*

A fourth plan which offers advantages, particularly for a printed card catalog is to print the distinctive word or words of the subheading in a special type (e g gothic) This affords

* In the English form, cf 130, Geographic headings.

names of Hebrew writers begin with *ben*, *abi*, or *ab*, these should begin the heading, as they form an integral part of these names The same holds true of *bar* in Syriac names

The article is always to be written *ha* When this precedes the name of the writer it is to be ignored in the arrangement *

A Hebrew writer who has written both in Hebrew and in Arabic is to be entered under his Hebrew designation with reference from the Arabic name

Refer from the various forms in which the names of many Hebrew writers have become current The Biblical names are to be given, as far as possible, in the form in which they appear in the authorized version

> **Israel ben Eliezer, Ba'al Shem Tob** *called* Besht, with references from Besht, Israel ben Eliezer, *called*, Ba'al Shem Tob, Israel ben Eliezer
> **Judah, *ha Levi***, with references from Jehuda Halevi Halevi Judah.
> *but*
> **Maimonides** with references from Moses ben Maimon, Rambam.
> **Leo Hebraeus** with reference from Abranavel, Judah.

54 **Indic names** Indic names are as a rule to be entered under the personal name (usually the first) with reference from the family name or surname (usually the third) When there are only two names, refer from the second †

> **Mahâdeva Govinda Rânade**, with references from Rânade, Mahâdeva Govinda, Govinda Rânade, Mahâdeva.

Where family names have been adopted according to western usage, enter under the family name and refer from the personal name

> **Dutt, Romesh Chunder**, with reference from Romesh Chunder Dutt.

55 **Other Oriental names** Oriental names not provided for above (*cf* 52–54) are usually treated like the Indic, except when, like the Armenian, they are formed according to western usage, in that case they are to be treated like *modern family names, e g* Hagopian, Hovhan

56 **Oriental names known under western forms** Oriental names for which particular forms have become firmly established in western literature are to be entered under these forms with reference from the original

> **Avicenna** with references from Abû Alî al Husain ibn 'Abd Allâh ibn Sînâ, al Husain ibn 'Abd Allâh ibn Sînâ Abû Alî Ibn Sînâ.
> **Confucius**, with references from Kung Kew, Kung Fu tze
>
> *See also* example **Averroës** (exception to 52)

For transliteration of names of Oriental writers *see* Appendix 2, *also* Instruktionen, p 50–55, Eclectic, 338–343

For list of Oriental titles and occupations, with their signification, *see* Eclectic, p 76–97

EDITORS, ETC.

57 **Editors, etc** The names of editors, translators, continuators, etc. are subject to the same rules as the names of authors. (Eclectic, 176)

* Many will prefer to transpose the article and write it at the end. (*cf* foot-note to 52)

† Library of Congress printed cards follow in the main the form of heading adopted in the catalogues of the British museum.

A general reference should be made from the name of the legislative body, *e g* U S Congress [Laws] *see* U S *Statutes*

[illegible]

Attempts to arrange all legislative enactments of a country under the name of the legislative body or the ruling power, the names of which are in some countries subject to frequent changes, are likely to prove perplexing and unsatisfactory

Headings for city ordinances are to follow the form prescribed in A R Hasse's "U S government publications," *e g* Brooklyn *Ordinances*

63 **Digests of laws, compilations, etc.** When the original text of the laws digested or annotated has been quoted only in part, or in a fragmentary manner, or when the contribution of the digester or annotator forms the main feature of the book enter under the digester with added entry or reference under the name of the country

In doubtful cases enter as in 62, *viz* main entry under country, added entry under digester or annotator

> **Manresa y Navarro José María.** Comentarios al Código civil español, por D José María Manresa y Navarro con la colaboración de varios jurisconsultos ..
> Added entry Spain *Statutes*

64 **Law reports** Enter reports of a single court under its name with added entry under the name of the reporter, editor, or collector, *as the case may be*

The form of heading is to be

1 Name of country, state, or province (city or town in the case of local courts)
2 Name of court

> **New York (State) Court of appeals** Transcript appeals The file of opinions in cases argued before the Court of *appeals of the state of* New York during the January term 1867 (*June term 1868*) *From official* copies certified by Joel Tiffany state reporter
> Added entry **Tiffany Joel**

> **Great Britain** *Court for the consideration of crown cases reserved* Crown cases reserved for consideration and decided by *the twelve judges* of England from the year 1799 to the year 1824 By William Oldnall *Russell and Edward* Ryan
> Added entries 1 **Russell Sir William Oldnall** 2 **Ryan Sir Edward**

65 **Digests of reports** *Enter* digests of reports under the digester, if anonymous, under the title Make added *entry under the* name of the court or judge whenever the digest is limited to the reports of a particular court, and under the title of the collection or set of *reports digested*, provided it is frequently referred to by its title

> **Morrison Robert Stewart.** *Colorado* digest containing the decisions of the Supreme court Court of appeals and federal courts of the state as *reported* in volumes 1-25 Colorado reports, 1 13 Court of appeals reports, the contemporaneous Pacific reporters, 1-100 Federal reporters, 101 1-8 U S *reports*, and local reports, with table of *cases digested* with their citations, and table of over ruled cases, by R S Morrison

a choice as to arrangement (under first word or under catchword) without requiring any changes in the heading

U S *Bureau of* education.

Minor divisions and offices are usually to be subordinated to the bureaus or departments of which they form a part

U. S *Department of agriculture Division of botany*
U S *Bureau of animal industry Dairy division*
U S *Library of Congress Division of documents*

60 **Reports not by an official.** Enter under the writer reports made to a department by a person who is not an official, with added entry under the name of the department

[illegible]

On the other hand, main entry is made under the individual when it is known that the work is his own private publication In either case, added entry or reference is made under the party not selected as main heading

61 **Collection or series of reports.** Enter a collection or series of reports to a department, by different persons, under the department If the importance or manner of publication of the single reports warrants it, make an added entry or analytical for each under the author's name, even if he is an official No added entry need be made under the name of an official for a report of strictly administrative or routine character (*cf* 58, ¶3)

U S *Geological survey* Reconnaissances in the Cape Nome and Norton Bay regions Alaska, in 1900 by Alfred H Brooks, George B Richardson, Arthur J Collier and Walter C Mendenhall
Added entries 1 Brooks, Alfred Hulse 2 Richardson, George Burr 3 Collier, Arthur James. 4 Mendenhall Walter Curran

62 **Laws.** Enter laws (including general collections, codes, laws on particular subjects, single acts, etc) under the name of the country or state, with added entry under the name of the compiler or editor

Headings are to follow the form prescribed in A R Hasse's "U S government publications," *e g* U S *Statutes*, rather than U S *Congress* *

U S *Statutes* Revised statutes of the United States passed at the first session of the Forty third Congress, 1873-74 Edited printed and published *under the authority of an act of Congress, and under the direction of the* secretary of state

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* Library of Congress uses subheading *Laws statutes, etc*

Examples

a) Collections
Gt Brit. *Laws, statutes etc*
b) Laws (single laws or collections) promulgated during a given reign
Gt Brit *Laws statutes etc., 1837-1901 (Victoria)*
c) Single laws of the United States
U S *Laws, statutes, etc , 1889-1890 (51st Cong 1st sess)*

Instead of adding to the heading for single laws the inclusive years of a reign, administration or session, libraries that prefer a strictly chronological arrangement should add the exact year of enactment

In order to secure a chronological arrangement of the single treaties under a particular country, the date of each treaty is to be added to the subheading (*See also* Library of Congress supplementary rule 8, below)

2 *Collections* Enter collections of treaties of several countries under the compiler (*cf* 126)

> Rockhill, William Woodvil [illegible] con-
> cerning China and Korea, 1894 [illegible]
> ments affecting foreign interests. [illegible]
> Added entries 1 China [illegible]
> *Treaties.*

3 *Collections* of the treaties of a particular country with one or more other countries are to be entered under the name of the country which is a party to all the treaties, even though it is not the one mentioned first on the title-page

> [illegible] Printed under resolu-
> [illegible]
> [illegible] United
> [illegible]
> [illegible] rela-
> [illegible]

LIBRARY OF CONGRESS SUPPLEMENTARY RULE 8

Treaties, and negotiations with foreign powers

[illegible] Treaties [illegible]
[illegible]
[illegible]
a, [illegible]

Added entries are to be made, when necessary, for the countries, with subheadings *Dept. of state Foreign office, Ministère des affaires étrangères, etc.*, and for editors, compilers, translators, etc.

The entries under the different countries are to be arranged in two general groups 1 Collections. 2 Chronological series. (*cf* British museum Catalogue — England, col 291-343)

> 1 France. *Treaties, etc.*
> 2 France. *Treaties, etc., 1380-1422* (Charles VI)

SOCIETIES

Specification This includes associations and societies of all kinds, scientific, benevolent, moral, *etc.*, even when strictly local or named from a country, state, county, or province, also clubs, gilds, orders of knighthood, secret societies, intercollegiate societies, Greek letter fraternities, Young men's and Young women's Christian associations, affiliated societies, political parties, religious sects, etc., as distinguished from institutions (establishments) *See also* specification for institutions, preceding rule 81

72 General rule Enter a society under the first word (not an article) of its corporate name, with reference from any *other* name by which it is known, especially from the name of the place where its headquarters are established *

> Botanical society of Edinburgh, with reference from
> Edinburgh. Botanical society

* *Alternative* Enter all societies whose names include that of some locality indicating the home of the society or the territorial limits of its researches, or both under the name of that locality Societies whose names do not include that of some locality are to be entered under their names.

66 Opinions, decisions, charges Enter a single opinion decision, or charge under the name of the court, *with added entries under the name of the judge, parties* to the suit, or other headings as the case may require (*cf* note on added entries under 132, Civil actions)

U S *Circuit court (1st circuit)* The opinion of Judge Story in the case of

U S *Circuit court (8th circuit)* Decision of John F Philips, judge in Temple lot case The Reorganized church of Jesus Christ of Latter day saints versus the Church of Christ et al
Added entries 1 Philips John F 2 Reorganized church of Jesus Christ of Latter day saints. 3 Independence Mo Church of Christ

67 Pleas Enter a plea printed separately under the lawyer who makes it

Whiting William Argument of William Whiting esq In the case of Ross Winans v Orsanus Eaton et al, for an alleged infringement of his patent for the eight wheel railroad car Before Hon Samuel Nelson justice of the United States Circuit court for the northern district of New York Phonographically reported by Arthur Cannon
Added entries 1 Winans Ross 2 Eaton Orsanus

68 Constitutions Enter constitutions under the name of the country or state with subheading *Constitution* *

U S *Constitution*
Switzerland *Constitution*

Arrange by date of publication (imprint date) except in the case of reprints of particular issues, which are to be arranged under date of the original issue, subarranged by imprint dates.

69 Constitutional conventions Enter constitutional conventions under the name of the state with subheading *Constitutional convention*, followed by the date

New Hampshire *Constitutional convention 1902*

70 Charters Enter charters under the name of the country, state city, or corporate body for whose benefit they are granted with subheading *Charters*, and make added entry under the name of the sovereign power granting them

Baltimore *Charters* The new charter of Baltimore city Published under resolution of the City council of Baltimore city, adopted April 25 1898
Added entry Maryland Statutes

71 Treaties

1 *Single treaties* Enter treaties under the party named first on the title page, with subheading *Treaties*, and make added entry under the other party or parties Refer from the name of the place when the treaty is commonly called by that name,† and from any other usual appellation

Great Britain *Treaties 1763* The definitive treaty of peace and friendship between His Britannick Majesty the Most Christian King and the King of Spain Concluded at Paris the 10th day of February 1763 To which the King of Portugal acceded on the same day Published by authority
Added entries 1 France *Treaties* 2 Spain *Treaties* 3 Portugal *Treaties*
Refer from Paris Treaty of 1763

* Library of Congress gives subheading in the vernacular *e g* Switzerland *Bundesverfassung*
† In a dictionary catalogue a form or subject entry usually takes the place of a reference

In order to secure a chronological arrangement of the single treaties under a particular country, the date of each treaty is to be added to the subheading (*See also* Library of Congress supplementary rule 8, below)

2 *Collections* Enter collections of treaties of several countries under the compiler (*cf* 126)

> Rockhill, William Woodville, *ed* Treaties and conventions with or concerning China and Korea, 1894–1904 together with various state papers and documents affecting foreign interests. Ed. by William Woodville Rockhill ...
> Added entries 1 China. *Treaties* 2 Korea. *Treaties* 3 U S. *Treaties*

3 *Collections* of the treaties of a particular country with one or more other countries are to be entered under the name of the country which is a party to all the treaties, even though it is not the one mentioned first on the title page

> [illegible] resolu-
> [illegible] United
> [illegible] gn rela-
> [illegible] William M., *comp*

LIBRARY OF CONGRESS SUPPLEMENTARY RULE 8

Treaties, and negotiations with foreign powers

Enter treaties under the party named first on the title page, with subheading *Treaties, etc.*, and make added entry under the other party or parties. Refer from the name of the place when the treaty is commonly called by that name, and from any other usual appellation.

Added entries are to be made, when necessary, for the countries, with subheadings *Dept of state, Foreign office Ministère des affaires étrangères*, etc., and for editors, compilers, translators, etc.

The entries under the different countries are to be arranged in two general groups 1 Collections. 2 Chronological series. (*cf* British museum Catalogue — England, col 297–343)

> 1 France *Treaties etc*
> 2 France.* *Treaties, etc., 1380–1422* (*Charles VI*)

SOCIETIES

Specification This includes associations and societies of all kinds, scientific, benevolent, moral, etc., even when strictly local or named from a country, state, county, or province, also clubs, gilds, orders of knighthood, secret societies, intercollegiate societies, Greek letter fraternities, Young men's and Young women's Christian associations, affiliated societies, political parties, religious sects, etc., as distinguished from institutions (establishments) *See also* specification for institutions, preceding rule 82

72 General rule Enter a society under the first word (not an article) of its corporate name, with reference from any other name by which it is known, especially from the name of the place where its headquarters are established *

> **Botanical society of Edinburgh**, with reference from
> Edinburgh. Botanical society

* *Alternative* Enter all societies whose names include that of some locality indicating the home of the society or the territorial limits of its researches, or both under the name of that locality Societies whose names do not include that of some locality are to be entered under their names.

Entomological society of New South Wales *Sydney*, with references from
New South Wales Entomological society
Sydney Entomological society of New South Wales.

Geographische gesellschaft in Hamburg, with reference from
Hamburg Geographische gesellschaft

Académie royale des sciences des lettres et des beaux-arts de Belgique, *Brussels*, with reference from
Brussels Académie royale des sciences, des lettres et des beaux arts de Belgique

Academy of natural sciences of Philadelphia with reference from
Philadelphia. Academy of natural sciences

American state historical, agricultural, and medical societies,* and benevolent, moral, and *similar societies, purely local, for which entry under the place is prescribed in both* Cutter and the A L A Rules, Advance ed , are not considered sufficiently distinct or well defined to warrant their exception from the general rule For libraries which prefer to continue the practice of entering them under the place, the following alternatives may be suggested

a) American state societies

1 Enter American state historical, agricultural, and medical societies, whether supported by the state or not, under the name of the state (*cf* Cutter, 80. *A L A Rules, Advance ed*, *28*)

2 Enter all American state societies (historical, agricultural, medical, horticultural, entomological, etc) whether supported by the state or not, under the name of the state

b) Benevolent or moral societies, purely local

1 Enter benevolent, moral, and similar societies, purely local, under the name of the place

2 Enter benevolent, moral, and similar local societies of the place in which the library itself is located under their names, similar societies in other places under the name of the place

Exceptions, variations, and further specifications

73 **International societies.** Enter societies extending through many lands, or having authorized names in many languages, under the English form if it is used officially, otherwise under that official form of the name which occurs most frequently

International maritime association with reference from Association internationale de la marine

International council for the study of the sea with references from Conseil permanent international pour l'exploration de la mer Central ausschuss für die internationale meeresforschung

Internationale erdmessung with references from Association géodésique internationale *International geodetical association*

Comité international des poids et mesures with reference from International commission of weights and measures

Red cross (for general works)

Red cross *U S American national Red cross* with reference from American national Red cross.

Red cross *Netherlands Vereeniging tot het verleenen van hulp aan zieke en gewonde krijgslieden in tijd van oorlog* with reference from Vereeniging (etc)

74 **Orders of knighthood, secret orders, etc.** Enter orders of knighthood, both those of medieval and modern times, also secret orders and other similar organizations, under their names, but enter the American Knights templars and other regular masonic bodies under the heading Freemasons

1 Medieval orders (usually to be entered under an English form of the name) —
Knights of Malta, with references from Knights hospitalers of St John of Jerusalem Hospitalers of St John of Jerusalem, *etc*

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* Library of Congress enters American state historical and agricultural societies under the state

Teutonic knights, with references from Deutscher orden, Deutsche ritter, Order der Ritter des hospitales St Marien in Jerusalem *etc.*

Templars with reference from Knights templars (*Monastic and military order*)

2 Modern orders —
Order of the Garter, Knights of Pythias, with references under the significant words of the name.

3 Masonic bodies —
Freemasons. *Knights templars* with references from Knights templars (*Masonic order*) Templars (*Masonic order*)

75 Alumni associations. Enter alumni associations under the name of the school or college

Yale university Society of alumni with reference from Society of alumni of Yale university

Pennsylvania college Gettysburg Alumni association, with reference from Alumni association of Pennsylvania college.

Smith college Alumnae association, with reference from Alumnae association of Smith college

Paris Ecole des chartes Société de l'Ecole des chartes with reference from Société de l École des chartes.

76 Local college or university societies Enter local college societies under the name of the college

Columbia university Philolexian society with reference from Philolexian society Columbia university

77 Gilds Enter gilds under the name of the city, with the name of the company as subheading.

London Merchant tailors' company with reference from Merchant tailors' company *London*

Dunfermline Scot. Weavers' incorporation, with reference from Weavers' incorporation, *Dunfermline*

Sheffield Eng Cutlers' company with reference from Cutlers company *Sheffield.*

78 Learned academies whose names begin with K. K., R., I., etc. Enter learned academies under the first word *not* an article or an adjective expressing royal privilege, etc (K. K., R., I., etc) Abbreviate at the beginning of the names the words Kaiserlich Königlich Reale, Imperiale, etc., except where these adjectives form the distinguishing part of the name, and disregard the abbreviations in the arrangement.

The words *Royal*, *Imperial*, etc in the names of English societies are not to be abbreviated nor disregarded in arrangement.

K. Akademie der wissenschaften, *Berlin* with references from
Königliche akademie der wissenschaften, *Berlin*
Berlin. K. Akademie der wissenschaften.

K. K. Geographische gesellschaft in Wien, with references from
Kaiserlich königliche geographische gesellschaft in Wien.
Vienna. K. K. Geographische gesellschaft.

I. R. Accademia di scienze, lettere ed arti degli agiati in Rovereto with references from
Imperiale regia accademia di scienze, lettere ed arti degli [illegible]
I Regia accadem [illegible]
Rovereto. I [illegible]

Royal society [illegible]
Edinburgh. [illegible]

Imperial institute of the United Kingdom, the colonies, and India, *London*, with reference from
London. Imperial institute of the United Kingdom, the colonies, and India.

Entomological society of New South Wales *Sydney*, with references from
New South Wales Entomological society
Sydney Entomological society of New South Wales

Geographische gesellschaft in Hamburg with reference from
Hamburg Geographische gesellschaft

Académie royale des sciences, des lettres et des beaux-arts de Belgique, *Brussels*, with reference from
Brussels Académie royale des sciences, des lettres et des beaux arts de Belgique

Academy of natural sciences of Philadelphia with reference from
Philadelphia Academy of natural sciences

American state historical, agricultural, and medical societies,* and benevolent, moral, and similar societies, purely local, for which entry under the place is prescribed in both Cutter and the A L A Rules, Advance ed, are not considered sufficiently distinct or well defined to warrant their exception from the general rule For libraries which *prefer to continue the practice of entering them under the place, the following alternatives* may be suggested

a) American state societies
 1 Enter American state historical, agricultural, and medical societies, whether supported by the state or not, under the name of the state (*cf* Cutter, 80. A L A Rules, Advance ed, 28)
 2 Enter all American state societies (historical, agricultural medical, horticultural, entomological, etc) whether supported by the state or not, under the name of the state

b) Benevolent or moral societies, purely local.
 1 Enter benevolent, moral, and similar societies, purely local, under the name of the place
 2 Enter benevolent, moral, and similar local societies of the place in which the *library itself is located under their names, similar societies in other places* under the name of the place

Exceptions, variations and further specifications

73 **International societies.** Enter societies extending through many lands, or having authorized names in many languages, under the English form if it is used officially, otherwise under that official form of the name which occurs most frequently

International maritime association, with reference from Association internationale de la marine

International council for the study of the sea with references from Conseil permanent international pour l'exploration de la mer Central-ausschuss für die internationale meeresforschung

Internationale erdmessung with references from Association géodésique internationale International geodetical association

Comité international des poids et mesures with reference from International commission of weights and measures

Red cross (for general works)

Red cross *U S American national Red cross*, with reference from American national Red cross

Red cross *Netherlands Vereeniging tot het verleenen van hulp aan zieke en gewonde krijgslieden in tijd van oorlog*, with reference from Vereeniging etc)

74 **Orders of knighthood, secret orders, etc.** Enter orders of knighthood, both those of medieval and modern times, also secret orders and other similar organizations, under their names, but enter the American Knights templars and other regular masonic bodies under the heading Freemasons

1 Medieval orders (usually to be entered under an English form of the name) —
Knights of Malta with references from Knights hospitalers of St John of Jerusalem Hospitalers of St John of Jerusalem, *etc*

* Library of Congress enters American state historical and agricultural societies under the state

*Exceptions, and special rules for particular classes of institutions**

83 Institutions whose names begin with a proper noun or adjective. Enter an institution whose name begins with a proper noun or adjective † under the first word of its name, and refer from the name of the place where it is located

Harvard university
Corcoran art gallery *Washington*
Enoch Pratt free library *Baltimore*
John Crerar library *Chicago*
A. K. Smiley public library *Redlands, Cal*
Smithsonian institution.
Boston athenæum.
Victoria and Albert museum, *South Kensington*

Two modifications of this rule have been suggested
1 To extend the rule to [illegible]

[illegible]

84 Colleges or professional schools of a university. Enter the colleges of a British university and the professional schools which form an integral part of an American university under the name of the university, with the name of the college or school as subheading Refer from the name of the college or school

Oxford. University *Balliol college*
Yale university *Sheffield scientific school*
St. Andrews university *University college Dundee*
Cornell university *Sibley college of mechanical engineering and the mechanic arts*

Professional schools whose names begin with a proper noun or adjective may be entered under their own names, particularly if they are situated at a distance from the university [illegible]

[illegible]

St Ignatius college *Chicago* with reference from St. Louis university
Massachusetts. Agricultural college, *Amherst* with reference from Boston university *College of agriculture*

85 College or university institutions Enter college and university libraries, museums, laboratories, observatories, hospitals, shops, and similar institutions under the name of the college or university

Berlin. Universität *Physikalisches institut*
Paris. Ecole supérieure des mines. *Bibliothèque*
Columbia university *Observatory.*
Harvard university *Peabody museum of American archaeology and ethnology*
Chicago university *Hull physiological laboratory*

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* While some of the special rules which follow are inconsistent with the principle laid down in rule 83 it has nevertheless seemed best to enter certain classes of [illegible] monasteries, observatories, pub[illegible] with the general rule (82) even [illegible]
Exceptions to both 82 and 8[illegible] institution with another is of su[illegible] be preferred either to entry un[illegible] where it is located cf 84, 85 [illegible]

† Library of Congress enters a foreign institution whose name begins with a national adjective under the name of the place where it is located.

79 **Affiliated societies** Enter local branches of affiliated societies under the name of the general organization when this forms part of the name of the local society On the other hand, local branches having individual names which do *not include the name of the general organization are to be entered as independent* bodies according to the regular rule for societies (72) In the latter case, make a reference from the name of the general organization

> **Archaeological institute of America** *Washington society* with references from Archaeological society of Washington Washington society of the Archaeological institute of America
>
> **Daughters of the American revolution.** *Massachusetts Col Timothy Bigelow chapter, Worcester*
> *but*
>
> **Norumbega women's club** *Charlestown Mass* (*not* General federation of women s clubs *Norumbega women s club Charlestown Mass*)

80 **Religious denominations, orders** Enter the official publications of a religious denomination or order, *i e* confessions of faith, creeds, catechisms, liturgies, breviaries, missals, hours, offices, prayer books, etc under the name of the denomination or order (Eclectic, 195 Cutter, 59 *cf also* rule 105 Conventions, conferences)

> **Church of England** *Book of common prayer*
> **Roman Catholic church** *Liturgy and ritual Breviary*

81 **Political parties** Enter official publications (platforms, proceedings, manifestoes, campaign books, etc) of political parties under the name of the party (Eclectic, 195 Cutter, 59 *cf also* rule 105, Conventions, conferences)

> **Democratic party** *National convention Chicago 1884* Official proceedings of the National Democratic convention held in Chicago Ill, July 8th, 9th, 10th and 11th 1884
>
> **Republican party** *New York (State) 6th congressional district* Proceedings of the Republican and Union convention for the Sixth congressional district, held at Bleecker buildings, Oct 14, 1862

The publications of the Republican and Democratic congressional committees are to be entered under the names of these committees, not under the parties

> **Republican congressional committee, 1901-1903**

INSTITUTIONS (ESTABLISHMENTS)

Specification This includes colleges, universities, schools, libraries, mercantile libraries, museums, galleries, observatories, laboratories, churches, monasteries, convents, hospitals, asylums, prisons, theaters, chambers of commerce, botanical and zoological gardens, buildings etc

82 **General rule.** Enter an institution under the name of the place in which it is located

> **New York (City) Metropolitan museum of art** with reference from Metropolitan museum of art, *New York*
>
> **Boston Public library**
>
> **London Chamber of commerce**
>
> **Philadelphia Children's hospital** with reference from Children s hospital of Philadelphia.
>
> **Washington D C Freedmen's hospital** with reference from Freedmen s hospital, *Washington*
>
> **Paris Musée national du Louvre** with references from Musée national du Louvre, *Paris, Louvre Musée national du Paris*

b) When a private collection has passed into the possession of some institution, society or other body entry for all subsequent publications is to be made under the name of that body, with references from the name of the collection and the original collector. Publications issued before the change of ownership are to have added entry under the name of the institution or other body into whose possession the collection has passed.

> Boston. Public library. *Prince collection*, with references from Prince collection, Boston public library; Prince, Thomas.
>
> Victoria and Albert museum, South Kensington. *Dyce collection*, with references from Dyce collection, Victoria and Albert museum; Dyce, Alexander.

90. **National institutions.** National institutions (often designated as Imperial, Royal, National, and the like) which include in their names the name of the country, and therefore tend to become better known by the name of the country than by that of the city or town where they are located, are to be entered under the name of the country. The name of the city or town is to be added in the heading. In doubtful cases enter under the city or town.

> Peru. Biblioteca nacional, *Lima*, with reference from Lima. Biblioteca nacional del Perú.
>
> Victoria, Australia. Public library, museums and national gallery, *Melbourne*, with reference from Melbourne. Public library, museums and national gallery of Victoria.
>
> New South Wales. Public library, *Sydney*, with reference from Sydney. Public library of New South Wales.

91. **American state institutions.** Enter American state institutions (universities, libraries, etc.) under the name of the state.

> Indiana university.
>
> California. University, with reference from University of California.
>
> Massachusetts. State library, with reference from State library of Massachusetts.
>
> Illinois. Asylum for feeble-minded children, *Lincoln*.

There are certain institutions which, although not strictly official, i. e. maintained and controlled by the state, are on account of their names, most frequently looked for under the name of the state. These may best be entered according to the above rule.

> Pennsylvania. University, with reference from University of Pennsylvania.

92. **Agricultural experiment stations (U. S.)*** Enter agricultural experiment stations of the United States under the name of the state or territory in which they are organized. Include in the heading the name of the place where the station is located. Refer from the university or college of which the station may form a department, from the name of the station, if it is at all distinctive, and from the name of the place where it is located.

> New York (State). Agricultural experiment station, *Geneva*, with reference from Geneva, N. Y. Agricultural experiment station.
>
> New York (State). Agricultural experiment station, *Ithaca*, with references from Cornell university. Agricultural experiment station; Ithaca, N. Y. Agricultural experiment station.
>
> Porto Rico. Agricultural experiment station, *Mayaguez*, with reference from Mayaguez, Porto Rico. Agricultural experiment station.

* Library of Congress supplementary rule 21.

86 **Public schools.** Enter all schools supported by taxation under the name of the place and refer from the name of the school

> **New York (City) Morris high school,** with reference from Morris high school, *New York*
>
> **Minneapolis Lincoln school,** with reference from Lincoln school, *Minneapolis*
>
> **Paris Lycée Janson-de-Sailly** with references from Lycée Janson-de Sailly, *Paris,* Janson-de Sailly, Lycée *Paris*
>
> **Leipzig Thomasschule** with reference from Thomasschule, *Leipzig*
>
> **Edinburgh Sciennes school,** with reference from Sciennes school, *Edinburgh*

87 **Private schools.**

a) Enter American and British private schools under the name when this begins with a proper noun or adjective, otherwise under the place

> **Balliol school** *Utica, N Y*
>
> **Copeland school** *Saratoga Springs, N Y*
>
> *but*
>
> **Washington, D C Cathedral school,** with reference from Cathedral school, *Washington*

When a school is known only by the name of the proprietor, enter under his name

> **Chesborough, A J school**

b) Enter foreign private schools under the place where located, with reference from the name of the school or the proprietor

> *Christiania* ***Nissens skole*** *with reference from Nissens skole, Christiania*
>
> **Milan Istituto privato Robiati** with reference from Robiati, Ambrogio

88 **Indian schools (U. S.)*** Enter Indian schools of the U S Indian service and denominational and private schools which receive government support, under the name of the place where located Refer from the name of the school (For information and lists of schools *cf* reports of the commissioner of Indian affairs)

> **Carlisle Pa Indian industrial school**
> **Hampton Va Normal and agricultural institute**
> **Pipestone, Minn Indian training school**
> **Phoenix, Ariz United States industrial school**
> **Morris, Minn Indian school**

Private Indian schools not a part of the U S Indian service and not receiving government support are to be entered according to the general rule for Private schools (87)

89 **Private collections.**

a) Enter catalogues, lists, etc of private collections (libraries, art galleries, numismatic cabinets, stamp collections, etc) under the name of the owner of the collection, with added entry under the name of the author (compiler) of the work, and under place when known also by the latter

> **Walters William Thompson.** Oriental collection of W T Walters 65 Mt Vernon place, Baltimore
>
> ***Brinley, George*** *Catalogue of the American library of the late George Brinley* [By Dr James Hammond Trumbull]
> Added entry **Trumbull James Hammond**

* Library of Congress supplementary rule 15

Exception 1 —

Cambridge. University *Botanic garden.*
Münden. K. Preussische forstakademie. *Botanischer garten.*

Exception 2 —

Royal society of Tasmania, *Hobart. Gardens.*
Zoological society of Philadelphia. *Garden.*
Zoological society of London. *Gardens.*

Exception 3 —

Aksakov botanic garden.

96 Churches Enter all churches under the name of the place

London. St Paul's cathedral, with reference from St. Paul's cathedral *London.*
Paris Notre-Dame with reference from Notre-Dame de Paris.
Boston. Trinity church, with reference from Trinity church, *Boston.*

97 Monasteries, abbeys, convents, etc.*

1 Enter monasteries, abbeys, convents, priories, etc. which are located in a city or town, under the name of the place, and refer from the name of the institution.

Angers, France Saint Aubin (*Benedictine abbey*)
Kérity France Beauport (*Premonstratensian monastery*)
Vienna Unsere, Liebe, Frau, zu den Schotten (*Benedictine abbey*)

2 When a village or town has grown up around a monastic institution and bears the same name the entry is to take the following form

Fulda, *Ger* (*Benedictine monastery*)
Einsiedeln, *Switzerland* (*Benedictine monastery*)
St Gall, *Switzerland* (*Benedictine monastery*)
Gorze *Alsace-Lorraine* (*Benedictine abbey*)
Clairmarais, *France* (*Cistercian abbey*)

As distinct from —

Fulda, *Ger* (*City*)
Einsiedeln, *Switzerland* (*City*)
St Gall, *Switzerland* (*Canton*)
St. Gall, *Switzerland* (*City*)
etc., etc

3 A monastery or other monastic institution not located in a city, town, or village is to be entered under its own name

Grande-Chartreuse (*Monastery*)
Monte Cassino (*Benedictine monastery*)

4 Enter British abbeys, priories, etc. as follows

Bury St. Edmunds (*Abbey*)
Ely monastery
Tintern abbey

98 National banks Enter national banks designated merely by number under the name of the place.

Philadelphia. First national bank.

Enter other banking institutions under firm, association, or corporate name. (*cf* 109, Firms)

Bank of England
Suffolk bank *Boston.*

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* Library of Congress supplementary rule 14.

93 Universities, galleries, etc. called Imperial, Royal, etc. Enter universities, galleries, etc called Imperial Royal National, and the like, *under the name of the place where located* The adjective denoting royal privilege, etc is to be abbreviated and disregarded in arrangement, except in English names (*cf.* 78, Learned academies)

> **Florence R Galleria degli Uffizi,** with references from Reale galleria degli Uffizi, *Florence* Uffizi R Galleria degli, *Florence*
> **London National gallery,** with reference from National gallery, *London*

The full corporate names of the universities of continental Europe are little used even in official literature, and are hence practically unknown Entry is therefore made under the place followed by the simple form of name in current use

> **Christiania Universitet** with reference from Kongelige Frederiks universitet, *Christiania*
> **Heidelberg Universität** with reference from Grossherzogliche Ruprecht Karls universitat zu Heidelberg
> **Kiev Universitet,** with reference from Imperatorskiĭ universitet Svîatago Vladimira.

94 Observatories Enter observatories under the name of the place unless they form a part of a university, college, or other institution, in which case they are to be treated according to 85

> **Greenwich Eng Royal observatory,** with *reference from Royal observatory Greenwich*
> **Paris Observatoire,** with references from Observatoire de Paris Observatoire royal de Paris Observatoire impérial de Paris
> **Kalocsa Hungary Haynald observatorium** with reference from Haynald observatorium *Kalocsa, Hungary*
> *but*
> **Wisconsin University** *Washburn observatory* with references from Washburn [illegible] Washburn observatory
> [illegible] with references from Detroit observa [illegible] Detroit observatory, Observatory of [illegible]
> **Carnegie institution** *Washington Solar observatory Mt Wilson, Cal*, with references from Solar observatory, *Mt Wilson, Cal*, Wilson, Mt, Cal Solar observatory

A specific exception may be permitted in favor of entry under the name in case the observatory is much more likely to be looked for under its own name than under that of the place or of the institution of which it forms a part

> **Lick observatory** with reference from California. University *Lick observatory*
> **Allegheny observatory** with reference from Allegheny, Pa Western university of Pennsylvania *Allegheny observatory*

95 Botanical and zoological gardens Enter botanical and zoological gardens under the name of the place *where located, with the following exceptions*

1 When distinctly a part of some university or school enter under the name of the university or school

2 When owned or controlled by a society and constantly referred to by its name, enter under the society

3 When the property of an individual, enter under his name

Botanical and zoological gardens whose names are preceded by the titular designations *Imperial Royal, National*, etc are to be entered according to this rule, even when supported wholly or in part by public funds

> *General rule —*
> **Cincinnati Zoological garden.**
> ***Brussels* Jardin botanique**
> **Kew Royal gardens**

Exception 1 —

Cambridge. University. *Botanic garden.*
Munden. K. Preussische forstakademie. *Botanischer garten.*

Exception 2 —

Royal society of Tasmania, *Hobart. Gardens.*
Zoological society of Philadelphia. *Garden.*
Zoological society of London. *Gardens*

Exception 3 —

Aksakov botanic garden.

96 Churches Enter all churches under the name of the place

London St Paul's cathedral, with reference from St. Paul s cathedral *London.*
Paris Notre-Dame with reference from Notre-Dame de Paris.
Boston. Trinity church, with reference from Trinity church, *Boston*

97 Monasteries, abbeys, convents, etc *

1 Enter monasteries, abbeys, convents, priories, etc. which are located in a city or town, under the name of the place and refer from the name of the institution

Angers, France Saint Aubin (*Benedict ne abbey*)
Kérity France Beauport (*Premonstratensian monastery*)
Vienna *U nsere* *Liebe, Frau* zu den Schotten (*Benedict ne abbey*)

2 When a village or town has grown up around a monastic institution and bears the same name the entry is to take the following form

Fulda, *Ger* (*Benedictine monastery*)
Einsiedeln, *Switzerland* (*Benedict ne monastery*)
St Gall, *Switzerland* (*Benedict ne monastery*)
Gorze *Alsace Lorra ne* (*Benedict ne abbey*)
Clairmarais, *France* (*Cistercian abbey*)

As distinct from —

Fulda, *Ger* (*City*)
Einsiedeln, *Switzerland* (*City*)
St Gall, *Switzerland* (*Canton*)
St. Gall, *Switzerland* (*City*)
etc., etc.

3 A monastery or other monastic institution not located in a city town, or village is to be entered under its own name

Grande-Chartreuse (*Monastery*)
Monte Cassino (*Benedict ne monastery*)

4 Enter British abbeys, priories, etc. as follows

Bury St. Edmunds (*Abbey*)
Ely monastery
Tintern abbey

98 National banks Enter national banks designated merely by number under the name of the place

Philadelphia. First national bank.

Enter other banking institutions under firm association or corporate name. (*cf* 109, Firms)

Bank of England.
Suffolk bank *Boston*

* Library of Congress supplementary ru e 14.

99 **Carnegie and similar public libraries.** Enter Carnegie, Passmore-Edwards, and similar public libraries under the name of the place, and refer from the name of the library

Pittsburg Carnegie library

The reason for this exception to an exception (cf 83) is that the Carnegie and to a less extent the Passmore Edwards and similar libraries, because of their number as [illegible] is particularly strong in favour of entry under the place

MISCELLANEOUS BODIES OR ORGANIZATIONS NOT PROVIDED FOR IN RULES 58–99

Specification This includes conferences, congresses, exhibitions, and other occasional meetings, firms and other business concerns, committees and classes of citizens not belonging to any body or organization, ecclesiastical councils, foundations and endowments, expeditions, etc

100 **Diplomatic congresses.** *Enter diplomatic congresses under the name of the place of meeting, with reference from any name by which they are popularly known*

Rastatt, Congress of, 1797–1799
Vienna, Congress of, 1814–1815
Verona Congress of 1822
Paris, Congress of 1857
Berlin, Congress of 1878
The Hague International peace conference, 1899
Algeciras International conference on Moroccan affairs, 1906

101 **International meetings.** Enter international meetings, conferences, and congresses of private persons, under their English names provided their publications have appeared in English or that language is specified as one of the official languages of the conference In other cases enter under the name in the language in which most of the publications have appeared, or when this cannot be ascertained, under the name by which the conference is best known

International congress of Orientalists with references from Orientalists International congress of Congrès international des orientalistes Internationaler orientalisten congress etc etc

102 **Exhibitions, etc.** Enter general exhibitions, fairs bazaars, etc under the name of the place where they are held, and refer from the official title and any other names by which the exhibition is generally known

Philadelphia Centennial exhibition 1876
New Orleans World's industrial and cotton centennial exhibition 1884–1885
[illegible]

[illegible] them

[illegible]

103 Exhibitions held by societies or other bodies Exhibitions, fairs, bazaars, etc., held by or under the auspices of some society or institution or in connection with an international or other congress, especially when they are numbered and occur at more or less regular intervals in different places, are to be entered under the name of the body or congress, with reference from the name of the place, and from the name of the exhibition when this is at all distinctive

Grolier club *New York* Catalogue of an exhibition of French engravings of the eighteenth century exhibited at the Grolier club MDCCCCV

Franklin institute *Philadelphia* Report of the exhibition of American manufactures held in the city of Philadelphia by the Franklin institute

California state agricultural society *Annual fair 3d San José* 1856 Official report
(With reference from San José Cal. California state agricultural society's third annual fair 1856)

California state agricultural society *Annual fair 4th Stockton* 1857 Official report
(With reference from Stockton Cal. California state agricultural society's fourth annual fair 1857)

104 Ecclesiastical councils Enter ecclesiastical councils of the Catholic church, both general and special under the name of the place of meeting Treat in like manner councils, conferences, and synods of other religious bodies, provided the official representation is not limited to one denomination or sect. In the latter case enter according to rule 105

Nicaea, Council of 325
Ephesus, Council of 431
Trent, Council of 1545 1563
Dort, Synod of 1618–1619

Enter Lateran councils Vatican council, under Lateran, Vatican, *not* under Rome.

105 Conventions, conferences

1 Enter conventions, conferences, and assemblies of societies, political parties, religious denominations, etc under the names of these bodies (*cf also* 80 Religious denominations, orders, *and* 81 Political parties)

International co-operative alliance *2d congress Paris* 1896.
Presbyterian church *in the U S A. General assembly*

2 Enter conventions and conferences of bodies which have no existence beyond the convention under the name of the convention If no name can be found, enter under the place of meeting and supply a name descriptive of the character of the convention

International congress of arts and science *St Louis 1904*
but
Syracuse *N Y* Convention of mechanics and others, 1850.
Boston. Woman's rights meeting 1859

(*cf* 69 Constitutional conventions)

106 Committees and meetings of citizens Enter reports of meetings or committees of citizens not belonging to any named body or class and having no definite name under the name of the place with subheading Citizens Make reference or added entry under the name of the chairman or first signer

New York (City) Citizens Proceedings at the mass meeting of citizens in the Cooper institute New York March 24 1874 on national finances

107 **Classes of citizens** Enter anonymous publications of any class of citizens (not organized) under the name of the place with the name of the class as subheading

> **Baltimore Merchants.**
> **Washington D C Bench and bar**

108 **Boards, trustees, etc.** Enter bodies whose legal names begin with such words as Board, Corporation, Trustees, under the names of the institutions or bodies over which they exercise supervision

> **Smithsonian institution.** *Board of regents*
> **Harvard university** *Board of overseers*
> **British museum** *Trustees*

109 **Firms*** Enter firms under surnames rather than forenames, giving forenames or initials according to the usage of the firm

> **Ward Montgomery & co**, with reference from Montgomery Ward & co
> **Appleton D, & co**, *not* Appleton Daniel & co

In dealing with a large number of entries, where slight changes in the name are frequent the following form of heading may prove serviceable

> **Scribner** *firm publishers New York*
> (1847 *Baker and Scribner*)
>
> The date in the second line is the date of publication of the book catalogued

110 **Foundations, endowments, funds** Enter foundations and endowments, funds, etc under their names

> **Carnegie institution** *Washington.*
> **Egypt exploration fund**
> **Nobelstiftelsen** *Stockholm*
> **Carlsbergfondet** *Copenhagen*
> **Teyler's stichting** *Haarlem*

Endowments and special funds of institutions (universities colleges etc) are usually to be entered under the institution, with a reference from the name of the fund

> **Michigan University** *Harris memorial trust* with reference from Harris memorial trust
> **Smithsonian institution** *Hodgkins fund* with reference from Hodgkins fund

111 **Exploring expeditions**

a) Enter under their authors or compilers accounts or publications of results of exploring expeditions, when the work is clearly the production of a single person or of two or more persons working in conjunction

> **Wilkes Charles** Narrative of the United States exploring expedition during the years 1838–1842 By Charles Wilkes.
>
> **Grenard Fernand** Mission Dutreuil de Rhins dans la haute Asie *Le Tibet* le pays et les habitants par F Grenard
> (Dutreuil de Rhins directed the expedition but died while it was in progress)
>
> **Hooker** *Sir* **William Jackson** The botany of Capt Beechey s voyage comprising an account of the plants collected by Messrs Lay and Collie and other *officers of the expedition* performed in H M S. Blossom under the command of *Capt F W Beechey By Sir W J Hooker* and G A Walker Arnott

b) Enter accounts and publications of results of exploring expeditions, when consisting of contributions by several persons under one of the headings named below In choice of heading be governed by the way in which the expedition is

* *cf* 60 note

generally designated, or by the prominence given on the title-page to any one of the suggested headings. In cases of doubt the order given below is to be the order of preference

1 The official name of the expedition. The date of the expedition is to be added in the heading

Expédition antarctique belge, 1897–1899 Résultats du voyage du S. Y. Belgica en 1897–99 sous le commandement de A. de Gerlache de Gomery rapports scientifiques.

2 The society institution, government department, or individual person who assumes the responsibility of the expedition and the publication of the results.

Gesellschaft für erdkunde zu Berlin. Grönland-expedition der Gesellschaft für erdkunde zu Berlin, 1891–1893 Unter leitung von Erich von Drygalski.

Albert 1 *prince of Monaco* Résultats des campagnes scientifiques accomplies sur son yacht par le prince Albert 1er prince de Monaco. Publiés sous sa direction avec le concours de M. le baron Jules de Guerne.

3 The commander of the expedition, especially when he edits the results.

Beechey Frederic William. The zoology of Captain Beechey's voyage comp. from the collections and notes made by Capt. Beechey the officers and naturalist of the expedition performed in H. M S. Blossom under command of Capt. F W Beechey 1825–28 by eight persons,

4 The name of the vessel or of the vessels if not more than two participate.* The date of the expedition is to be added in the heading

Adventure and Beagle H M SS (1826–1836) Narrative of the surveying voyages of His Majesty's ships Adventure and Beagle between the years 1826 and 1836

5 The editor of the results.

Adams, Arthur *ed.* The zoology of the voyage of H. M. S. Samarang under command of Sir Edw Belcher 1843–6 (by four persons)

6 The first word of the title

Exploration scientifique de l Algerie pendant les années 1840, 1841 1842

In all cases refer freely from government departments, names of vessels, commanders, societies, editors, etc (*cf* note under 169)

(Eclectic, 153 161)

d) TITLE ENTRY

112 Anonymous Enter anonymous works under the name of the author when known, otherwise under the first word of the title not an article Make added entries for titles of all anonymous works whose authors are known when the work relates to a particular person or place make added entry also under this name.† (*cf also 33 2*)

[Wright, *Mrs* Mabel (Osgood)] The garden of a commuter's wife recorded by the gardener

[Arnim, Mary Annette (Beauchamp) *gräfin* von] Elizabeth and her German garden

The Ordeal of Elizabeth.

The Creed of Christ.

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* Library of Congress enters under first-named vessel with added entry under the other

† In a dictionary catalogue this is usually the subject entry

113 Anonymous — *Change of title in successive volumes* When the title of an anonymous work in several volumes changes in the later volumes, enter under the first title unless a majority of the volumes are issued under the later title and the work for this or some other reason is decidedly better known by this title In either case refer from the title not chosen

114 Anonymous — *By the author of* When an anonymous work of undiscovered authorship bears on its title page such a phrase as "by the author of," enter it under its title with an added entry under the title quoted, followed by the words "Author of" If different titles are thus used by an author at various times, make the added entry under the title most frequently referred to, or, in case of doubt, under one of his best known or earlier works Refer from the title of each work to the title thus chosen, using the form For other works by this author see

> A Doffed coronet a true story by the author of ' The Martyrdom of an empress
> Added entry Martyrdom of an empress Author of
>
> A Doffed coronet
> For other works by this author *see* Martyrdom of an empress Author of

115 Anonymous — *Initials, etc* Enter under title books in which initials, asterisks, or other typographical devices, not identified, are used in place of the author's name Make added entry or reference under the initials (both first and last letters) asterisks, etc

> The Young travellers in South America or A popular introduction to the history and resources of that interesting and important region By G A
> Added entries 1 A, G 2 G A
>
> Hungary and its revolutions from the earliest period to the nineteenth century With a memoir of Louis Kossuth By E O S
> Added entries 1 S E O 2 E O S
>
> Précis historique sur la révolution des provinces unies de l Amérique du Sud Par A F *** ex-commissaire des guerres chevalier de la Légion d honneur
> Added entries 1 F***, A. 2 A F***

116 Anonymous — *Different spelling* When the first word of the title of an anonymous work is spelled in more than one way, choose one form of spelling and refer from the others

For treatment of epics national folk tales, and the like *see* 120

> Inquiry An Enquiry into the nature and origin of literary property
> Enquiry *see* Inquiry

Where different spellings have been used in successive editions enter under the earliest form and refer from the others In the case of obsolete or archaic forms of spelling enter under the modern form and refer from variants

AMERICAN LIBRARY ASSOCIATION RULE If the first word of a title entry or reference may be spelled in more than one way, follow the spelling of the title page and refer from other forms

Where different spellings have been used in successive editions, *follow the title* page in each case and make added entry under the original form

> ... of the miscarriage of the Scots colony at Darien
> ... 32½ cm v 3 p 520–565)
> ... nquiry into the causes etc

117 Anonymous — *Related works* When the title of an anonymous work begins with a word indicating numerical sequence, or defining its relation to another work, make added entry or reference under the title of the principal work, thus collecting related material under that title

A Second letter to a late noble commander of the British forces in Germany By the author of the first letter
"The writer [is] supposed to be Owen Ruffhead." — European magazine v 24 p. 168.
Added entries 1 Ruffhead Owen, *supposed author* 2 Letter to a late noble commander

118 Anonymous — *Translations* Enter a translation of an anonymous work under the heading adopted for the original work and make added entry under the first word of the translated title

A côté du bonheur Near to happiness. Tr from the French by Frank H Potter
Added entries 1 Near to happiness. 2 Potter Frank Hunter *tr*

AMERICAN LIBRARY ASSOCIATION RULE Enter a translation of an anonymous work under the first word of the translated title and make added entry under the original title

Note variations from this practice in the case of national epics, folktales, etc *cf* 120

Near to happiness (A côté du bonheur) Tr from the French by Frank H Potter
Added entries 1 Potter Frank Hunter, *tr* 2 A côté du bonheur

119 Bible and similar sacred books Enter the Bible or any part of it (including the Apocrypha) in any language, under the word "Bible." Treat in like manner the Talmud, Koran, and similar sacred books, using the English name unless the vernacular is decidedly better known. Make added entries under the names of the editors and translators, and refer from titles of individual *parts or books*, especially when they have been published separately

Scheme of arrangement under Bible
1 Bible *Polyglot*
2 —— By languages, arranged alphabetically
3 —— [illegible]
4 — [illegible]
5 — [illegible]
6 — [illegible]
7 — [illegible] *Apocrypha* arranged as above (6)
8 —— *Old Testament Apocryphal books* (for Apocrypha and Pseudepigrapha not included in the authorized version) *arranged alphabetically*
9 —— *New Testament*, arranged as above (4–6)
10 —— *New Testament Apocryphal books* arranged alphabetically

Further subdivisions may be used e g Selections under single books or groups of books, *Paraphrases* under Psalms, and *Harmonies* under Gospels.

Other examples
Koran
Vedas
Vedas *Atharvaveda.*

120 Epics, national folk tales, etc Enter epics, national folk tales, and the like under the English name by which they are known and refer from the vernacular If however the vernacular name is decidedly better known, enter under that and refer from the English form Make added entries under the names of editors and translators. (*cf also* Cutter 125–126)

Nibelungenlied. The *fall of the Nibelungs* done into English by Margaret Armour Illustrated and decorated by W B Macdougall.
Added entries 1 Armour Margaret, *tr* 2 Macdougall W B, *illus*

Other examples

Edda Sæmundar
Egils saga Skallagrímssonar
Njála
Arabian nights
Giolla an fhiugha.
Reynard the fox
Chanson de Roland

121 **Periodicals.** Enter a periodical under the first word of the title not an article and give in the form of notes (a) the frequency of publication, (b) important variations of title, (c) the successive editors, (d) important changes of place of publication and of publisher, (e) indexes, supplements, etc unless entered separately (*cf* 15 Indexes) Make added entries for editors and for compilers of indexes, and analytical entries for monograph supplements

If a periodical has changed its name enter it under the earliest form with brief entries under later forms

A regular periodical issued by a society or an institution is ordinarily to be entered under its title, especially if this is distinctive in character When, however, the successive parts appear at long intervals — annually, biennially, etc — or when the publication contains only the regular proceedings, transactions, and annual reports of the society, it is to be entered under the name of the latter, with added entry or reference under the title if it is distinctive In doubtful cases entry under the society is to be preferred

The Audubon magazine published in the interests of the Audubon society for the protection of birds. v 1–2 Feb 1887–Jan 1889
No more published
Added entry **Audubon society for the protection of birds**

Ethnological society of London Transactions of the Ethnological society *of London* v 1–7 *New series*
The Transactions replaced the Journal of the Society during the interval between the first and second series of that publication

AMERICAN LIBRARY ASSOCIATION RULE If a periodical has changed its name, enter it under the latest form Make brief entries under the earlier names, referring to those which immediately precede and follow in a note introduced by the phrase ' preceded by " or " continued as ' If the change in name is slight, a reference will suffice in place of the brief entry

The Imperial and Asiatic quarterly review and Oriental and colonial record v 1–10 Jan 1886–Oct 1890 2d ser v 1–10 Jan 1891–Oct 1895 3d ser v 1– Jan 1896– London T F Unwin ,etc 1886–91, Woking The Oriental university institute ,1891–
v illus, plates ports maps facsims tables 25cm
Title varies 1886–90 The Asiatic quarterly review 1891– The Imperial and Asiatic quarterly review and Oriental and colonial record
... arterly review Cover and
review and Oriental and

... les de Kavanagh *ed*
pub

The Asiatic quarterly review Ed. by Demetrius Boulger v 1–10 Jan 1886–Oct 1890 London T F Unwin ,etc 1886–90,
10 v maps 25cm
Continued as the Imperial and Asiatic quarterly review
Added entry **Boulger Demetrius Charles de Kavanagh** *ed*

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* In certain cases especially where a continuation adopts new volume numbering without reference to that of the preceding series, *the earlier periodical need not be included in the entry* under the latest form of name but full entry may be made under each title with notes referring to earlier and later entries.

LIBRARY OF CONGRESS PRACTICE

2 Beginning a new card, a note giving the various titles under which the periodical has been published.

3 Note giving successive editors.

4 Note giving changes in place of publication and publishers, when important.

(2, 3, and 4 may be combined if changes of title, editor, and imprint occur simultaneously)

Sufficient space is left to permit insertion of information regarding earlier or later volumes which may come to hand.

5 Specification on a new card of the volumes in the library, introduced by the phrase "Library has"

6 A separate concise entry for each series which bears a different title, with notes "preceded by," "continued as," or a direct reference to the current name.

... volumes are written in pencil.

122 Extracts from periodicals. Enter a collection of extracts from a periodical under the name of the periodical provided this appears in the title of the collection. Make added entries under the title of the collection and the name of the collector.

If the periodical is not named in the title enter under the collector (under title if anonymous) Give the name of the periodical in a note, and make a reference or an added entry under it.

The work of a single author republished from a periodical (a separate) will not ordinarily require a reference or an added entry under the name of the periodical.

Blackwood's Edinburgh magazine Tales *from* "Blackwood."
Added entry Tales from "Blackwood."

Life Auto fun pictures and comments from "Life"
Added entry Auto fun.

Maga stories.
Reprinted from Putnam's monthly
Added entry Putnam's monthly

My aunt's match making and other stories by popular authors.
Running title Stories from Cassell's.
Added entry Cassell's magazine.

123 Almanacs, year-books, etc Enter under their titles almanacs, year books, and similar serial publications.

The Statesman's year book, statistical and historical annual of the states of the world ... Revised after official returns. [1st]- annual publication, 1864-
Editors 1864-82 Frederick Martin. — 1883-94 J S. Keltie. — 1895- J S. Keltie I P A. Renwick.
Added entries 1 Martin, Frederick, ed 2 Keltie, John Scott, ed 3 Renwick, Isaac Parker Anderson, ed

124 **Newspapers** Enter newspapers under the first word of the title not an article In the case of newspapers which appear in several editions (Sunday, morning evening, etc) under slightly varying titles, enter each edition independently, but make added entry or reference* under the main title, and likewise under the name of the city unless this appears as the first word of the title

The **Terre Haute** express
The **Union** with reference from Indianapolis The Union
The **Westminster** gazette with reference from London Westminster gazette
The **Morning** times with added entry The Times *Washington* and reference from Washington D C Morning times
The **Evening** times, with added entry The Times *Washington* and reference from Washington, D C Evening times

125 **Directories** Enter a directory published periodically under the first word of the title not an article, a serial number, or the initial* of a compiler or publisher

Enter a non periodical directory under the name of the compiler if mentioned on the title page If no compiler is mentioned enter under the first word of the title

Make added entries or references as follows (a) Under the name of the place† in the case of a town, city, county, or state directory, (b) under the compiler of a directory published periodically, and under the publisher provided his name appears as a part of the title

(Cutter 115)

The **United States** *statistical directory* or *Merchants and travellers guide* with a wholesale business directory of New York By Loomis White & co
Added entry **Loomis White & co**

Dorfler Ignaz Botaniker adressbuch Sammlung von namen und adressen der lebenden botaniker aller länder der botanischen gärten und der die botanik pflegen den institute gesellschaften und periodischen publicationen Hrsg von I Dörfler

Crockford's clerical directory being a statistical book of reference for facts relating to the clergy and the church

The **Clergy** list containing complete lists of the clergy in England Wales Scotland Ireland and the colonies &c &c

126 Collections Enter composite works and collections of independent works, essays etc by various authors under the compiler or editor individual or corporate If the work of the editor or editing body seems to be but slight and their names do not appear prominently in the publications, or if there are frequent changes of editor enter under the title (Cutter 98–108 Eclectic 87–91)

Dole Nathan Haskell *comp* The Latin poets an anthology by Nathan Haskell Dole

Longfellow Henry Wadsworth *ed* The poets and poetry of Europe With introductions and biographical notices By Henry Wadsworth Longfellow

Gifts of genius a miscellany of prose and poetry by American authors
Introduction by S O (Samuel Osgood)
Added entry **Osgood Samuel**

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* If the title of a directory begins with the initial of the name of a publisher or compiler enter under the surname of the publisher or compiler *e g* R L Polk & co s city of Superior directory under Polk R L & co

† *In dictionary* catalogues which make a subject entry under the name of the place subheading *Directories* this added entry or reference is of course omitted

The Empire and the century a series of essays on imperial problems and possibilities, by various writers. With an introduction by Charles Sydney Goldman and a poem by Rudyard Kipling entitled The heritage
Added entries 1 Goldman, Charles Sydney ed. 2 Kipling Rudyard.

2 Enter under their titles such compilations as monumenta, scriptores, anecdota, collections of inscriptions, etc., unless they are generally referred to under the name of the editor

Monumenta Habsburgica. Sammlung von actenstucken und briefen zur geschichte des hauses Habsburg in dem zeitraume von 1473 bis 1576. Hrsg von der Histor commission der Kaiserl akademie der wissenschaften zu Wien
Added entry K. Akademie der wissenschaften, Vienna *Historische commission.*

2 Enter festschriften and similar collections published by a society or an institution in honor of a person or to celebrate an anniversary under the society or institution with added entry under the title When not published by a society or an institution enter under the title In either case make added entries under the editor and the person in whose honor the collection is published.

Freiburg i. B Universität. Festschrift der Albrecht Ludwigs-universität in Freiburg zum fünfzigjährigen regierungs-jubiläum Seiner Königlichen Hoheit des grossherzogs Friedrich.
Added entry Friedrich 1 *grand-duke of Baden*

Germania männerchor Baltimore Festschrift zum goldenen jubiläum 10. oktober 1906 des Germania männerchor von Baltimore Md. gegrundet am 10. oktober 1856. Im auftrage des ausschusses fur vereinsgeschichte zusammengestellt von Carl Laegeler
Added entry Laegeler Carl.

An English miscellany presented to Dr Furnivall in honour of his seventy fifth birthday
Ed. by W P Ker A S Napier and W W Skeat.
Added entries 1 Ker William Paton, *ed* 2 Napier Arthur Sampson, *joint ed* 3 Skeat, Walter William, *joint ed* 4. Furnivall, Frederick James.

Festschrift zum siebzigsten geburtstage Moritz Cantors Hrsg von M. Curtze und S. Günther
Added entries 1 Curtze Maximilian, *ed* 2 Günther Siegmund, *joint ed* 3 Cantor Moritz Benedikt

3 Two or more writings by different authors published together but having no collective title are to be entered under the one named first on the title-page even though the name of the editor may also be given

Carlyle Thomas Carlyle's Essay on Burns, with The cotter's Saturday night, and other poems from Burns ed with notes and an introduction by Willard C. Gore
Added entries 1 Burns Robert. 2 Gore Willard Clark, *ed*

127 Cyclopedias Enter cyclopedias and dictionaries under the name of the editor unless decidedly better known by their titles. In doubtful cases enter under editor Make added entry under the publisher when the work is apt to be referred to by his name

Larousse Pierre Grand dictionnaire universel du XIXe siècle par M. Pierre Larousse

The Century cyclopedia of names a pronouncing and etymological dictionary of names in geography biography mythology history ethnology art, archaeology fiction, etc etc., etc ed. by Benjamin E. Smith
Added entry Smith, Benjamin Eli, *ed*

128 Series entry * Enter a series under its title unless it is universally known under the name of the editor or publisher and make added entry or reference under

* An independent entry should be made for each separate work in a series under its own heading the name of the series being given in parenthesis after the collation. (cf 166)

the editor Include in the series entry a list of the works in the library which belong to the series, giving author's name, brief title, and date of publication of each item

Arrange the contents numerically if the publishers have assigned numbers, otherwise alphabetically by the names of the authors, or where such arrangement would be more useful, as in the case of biography, by subjects

International scientific series
v 1 Tyndall John Forms of water 1872
v 2 Bagehot, Walter Physics and politics 1890
v 3 Smith Edward Foods 1873

Story [illegible]
Besa [illegible]
Ken [illegible]
King [illegible]
McC [illegible]

English men of letters ed by John Morley
Bacon. By R W Church 1886.
Goldsmith By William Black. 1887
Lamb By Alfred Ainger 1888
Added entry Morley, John *ed*

Historic towns ed by Edward A. Freeman & Rev William Hunt
Boston By H C Lodge 1891
Bristol By William Hunt. 1887
Carlisle By Mandell Creighton 1889
Exeter By E A Freeman 1887
Added entries 1 Freeman, Edward Augustus *ed* 2 Hunt William *ed*

Where printed cards are used a simple but less compact method is to insert a card for each separate work under the series title the latter being written at the head and the cards properly arranged. A written card giving the title and name of the editor should precede

129 Inscriptions A single inscription of unknown authorship is to be entered under the editor unless uniformly referred to by a distinctive name in which case it may be entered under that name with reference from the place where it was found Treat collections of inscriptions according to 126 note 1 (Instruktionen, 12)

Comparetti Domenico Pietro Antonio *ed* Iscrizione arcaica del Foro Romano *ed ta ed illustrata da Domenico Comparetti*
but
Rosetta stone inscription. Der demot sche teil der dreisprachigen inschrift von Rosette übers. und erklärt von dr J J Hess.
Added entry Hess Johann Jakob *ed*

e) MISCELLANEOUS RULES

130 Geographic headings Give geographic names used as entry words in the English form When both an English and a vernacular form are used in English books, the vernacular is to be preferred

Munich *not* München.
Florence *not* Firenze
Austria *not* Oesterreich
Saxe Meiningen *not* Sachsen Meiningen.
but
Dauphiné *not* Dauphiny
Mainz *not* Mayence
Leipzig *not* Leipsic

In deciding between different forms of place names refer to standard gazetteers such as Lippincott's new gazetteer, Longman's gazetteer, Century cyclopedia of names, Ritters geographisch statistisches lexikon, Vivien de Saint Martin's Nouveau dictionnaire de géographie universelle

For place names in the United States American libraries will follow the form prescribed by the U S Geographic board provided it has made a decision (*see its latest report*)

LIBRARY OF CONGRESS SUPPLEMENTARY RULE 7

The following classes of geographic divisions are entered under the name of the place, followed by the name of the country (*not by the name of the province or smaller division*):

1 City, town, borough, commune, etc.
2 County, "arrondissement," etc.
3 State, province, "département," etc.

Examples

Alexandria, *Egypt.*
Alexandria, *Scot.*
Alpes, Hautes- *France (Dept.)*
Alpes-Maritimes, *France (Dept.)*
Cork, *Ire (City)*
Cork, *Ire (County)*
Cumberland *Eng*

Exceptions

1 *City, town, borough, commune, etc*

a) Enter largest or best known city of its name without further designation, *e g*

Boston.
Chicago.
London.
New York (*City*)
Paris.
Quebec (*City*)

In doubtful cases add name of country

b) Enter towns, etc. in the United States as follows

Bayonne *N J.*, *not* Bayonne *U S (N J)*

2 *County "arrondissement," etc.*

Enter counties in the United States as follows

Washington Co., O
Washington Co. *Pa*
Washington Co. *Vt*

Two or more places of the same name in a given country or state are to be distinguished by the addition in parenthesis, of the name of the province, "département," county, etc, of the place in question *e g*

Athies, *France (Aisne)*
Athies, *France (Pas-de-Calais)*
Athies, *France (Somme)*
Bradford, *Eng (Devonshire)*
Bradford, *Eng (Northumberland Berwick-upon-Tweed div)*
Bradford, *Eng (Northumberland Wansbeck div)*
Bradford, *Eng (Yorkshire)*
Templemore *Ire (Co Mayo)*
Templemore *Ire (Co Tipperary)*
Victoria, *Can (Alberta)*
Victoria, *Can (B C)*
Washington, *O (Fayette Co)*
Washington, *O (Guernsey Co)*

131 **Modified vowels.** In headings write the modified vowels ä, ö, ü, in whatever language they may occur (German, Swedish, Hungarian, etc) according to the usage of the author, but arrange as ae, oe, ue. (Cutter, 299 Eclectic, 324-329)

132 **Civil actions.** Enter reports of civil actions under the party to the suit who is named first on the title-page, adding the name of the second party, in the following form: Doe, John, *vs.* Roe, Richard * Make added entry under the second party, and also under the reporter, provided his name appears on the title-page. (*cf* 2, Joint authors)

> **Brooks, William, *vs* Byam, Ezekiel** The case of William Brooks versus [illegible] United States, for the [illegible] ble Mr Justice Story, [illegible] harles Sumner, esq, [illegible] uth, jr, esq, counsel for respondents
> Bill, answers, depositions, etc
> Added entry **Byam, Ezekiel.**

Added entries or references for courts, judges, defendants other than the first, etc. are omitted in the examples under 132-135 *How far such added entries are to be made will* depend largely on the fullness of the catalogue or the character of the library

133 **Crown, state, and criminal trials.** Enter reports of crown, state, and criminal proceedings under the name of the defendant When the trial is of several individuals enter under the one named first on the title-page

> **Paine, Thomas** The trial of Thomas Paine, for a libel, contained in the second part of Rights of man, before Lord Kenyon, and a special jury, at Guildhall, December 18

> **O'Connell, Daniel,** *defendant* A special report of the proceedings in the case [illegible]
> Added entry **Flanedy, John,** *ed*

134 **Admiralty proceedings.** Enter admiralty proceedings relating to vessels under the name of the vessel

> **Savannah** (*Privateer*) Trial of the officers and crew of the privateer Savannah, on the charge of piracy, in the United States Circuit court for the southern district of New York. Hon Judges Nelson and Shipman, presiding Reported by A F Warburton
> Added entry **Warburton, Adolphus Frederick,** *reporter*

135 **Collected reports of trials.** Enter collected reports of trials under the name of the compiler, if published anonymously, enter under title (*cf* 126, Collections)

> [**Harris, Carrie Jenkins,** "*Mrs* C W Harris"] State trials of Mary queen of Scots, Sir Walter Raleigh, and Captain William Kidd Condensed and copied from the State trials of Francis Hargrave London, 1776, and of T B Howell London, 1816, with *explanatory notes.* By Charles Edward Lloyd [*pseud*]
> Added entries 1 **Hargrave, Francis.** 2 **Howell, Thomas Bayly**

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* On the Library of Congress printed cards only the first party to the suit is given in the heading

TITLES

(*cf also* Cutter, 221–256)

136 **Title** The title is usually to be given in full including the author's name and is to be an exact transcript of the title-page except that mottoes and non-essential matter of any kind, as well as designation of series * may be omitted, the omissions being indicated by three dots ( ) The punctuation of the title page is generally to be followed, if there is no punctuation it is to be supplied (*cf* 173)

For a written card catalogue the title may be abridged.

137 **Titles of rare books** Give the title or colophon of books of exceptional rarity or curiosity in full reproducing as far as possible punctuation capitalization, and typographical peculiarities. (Cutter 351)

138 **Misprints or errors of spelling** Indicate misprints or obvious errors of spelling by [!] or [sic]

The beginning end [!], end of drinking

In a manuscript catalogue use three dots ( ) under the word misspelled.

139 **Additions to title** Additional matter may be supplied (within brackets) in the title when this is ambiguous or requires explanation. Such additions should be brief and in the language of the title if they require much space they are to be given in the form of a note (*cf* 168 Notes)

Burroughs, John. Bird and bough [poems] by John Burroughs

Worrell, John. A diamond in the rough embracing anecdote biography romance and history by Captain John Worrell

Contains brief sketches of General Sam Houston, the Texan war of independence New Harmony Ind. Evangeline and the Acadians in the United States, civil war reminiscences, etc

140 **Language of the book** State in a note or within brackets in the title the language or languages in which a book is written when the fact is not apparent from the title

141 **Transliteration and translation of title** Titles in characters other than roman or gothic may be transliterated. A brief translation may also be added of all titles not in the classic Romance or Teutonic languages

142 **Titles of works (other than periodicals) in more than one volume** Works in more than one volume (other than periodicals) are as a rule to be catalogued from the title-page of the first volume subsequent changes being explained in notes or shown in contents (*cf* 113)

143 **Same work published under different titles** If a book has been published under two or more titles make full entry for each of the editions in the library [1] and give in a note under each entry the other title or titles under which the book has appeared. If the library has but one of the editions make full entry under this title and refer from the others.[2] (Eclectic, 288–300)

* *cf* 166, Series note.

1 Meredith George Emilia in England
  Afterwards issued under title Sandra Belloni

  Meredith George Sandra Belloni
  Previously issued under title Emilia in England

2 Meredith George Emilia in England
  Afterwards issued under title Sandra Belloni

  Meredith George Sandra Belloni
  See his Emilia in England (The same work published under a different title)

144 **Books with several title-pages.** If a book has several title pages, select the most general and give the others *if necessary, in a note or as contents*

This rule applies only when the title pages come under the same heading If the several title pages require separate entry (as when one is the title of a series, the other that of a work in the series) each title will be used under its own heading

Of an engraved and a printed title page the latter is usually to be preferred, and always when it bears a later date

Of two title pages equally general choose the first when one follows the other, the second when they face each other

(Cutter 156–158)

145 **Titles and title-pages in different languages.** Of titles and title pages in different languages if only one is in roman characters use that, if both or neither are in roman use the one in the original language Mention in a note the unused title

In the case of Greek classics with the title in Greek and also in Latin on the same title page give both titles.

LIBRARY OF CONGRESS SUPPLEMENTARY RULE 20

[illegible]

The added title is to be quoted when it contains additional information of importance

[illegible]

and the language of the text

3 *One title page with titles in two languages*

When the title is printed in two languages on the same title page (there being but one) give both titles with the customary abbreviations and notes

Exception When one of the titles is in a language which employs characters other than roman or gothic, it is to be omitted, only the title which is in roman or gothic type being then given A note is to be made of the other title and the language or languages of the text

In early and rare books or when some material variation exists between the two titles both are to be given

When there are more than two titles give the first two which are printed in roman or gothic type If one of the succeeding titles is in English this also is to be given

4 Arrangements or combinations of titles and title pages in different languages not provided for in rules 1–3 are to be submitted for special decision

146 Reprints with two title-pages. When a reprint includes, in addition to its own title page, a reproduction of that of the original follow the title page of the reprint, and mention the other in a note, giving place and date of publication and quoting the title if it differs from that of the reprint.

> Flint, James. Flint's Letters from America, 1818-1820. Cleveland, 1904.
> Reprint, including facsimile of t.-p. of original edition, Edinburgh, 1822
>
> Macropedius Georgius. Rebelles und Aluta. Hrsg. von Johannes Bolte
> Berlin, 1897
> Reprint of the original edition with reproduction of t.-p. Comoediarum fabulae rum Georgii Macropedii duae qua. altera Rebelles, altera Aluta inscribitur [Buscoducis, in officina Hatardi, 1535]

147 Title-page wanting When the title page is lost, supply the title from some bibliographical source citing the authority in a note. If the title cannot be ascertained, give the half title, running title, or colophon, and state in a note which has been selected. If there is no half title running title, or colophon, supply a title (within brackets) and give in a note the beginning of the text and a brief description of contents

In the case of a book published without a title-page, give the half title running title, caption title or colophon, as the case may be, stating in a note the form in which the title occurs.

148 Edition. Consider the statement specifying the edition as a part of the title. It is to be given in the language of the book and in the order of the title page except that customary abbreviations may be used.* (Cutter, 254-256)

Minor differentiations between copies of the same edition, e g 8th thousand, may be omitted.

149 Different editions represented in the same set. When the volumes in a set are of different editions, specify the various editions in a note or in contents, not in the title

IMPRINT, COLLATION, SERIES NOTE

(*cf. also* p. 47-49 51-54, Library of Congress supplementary rules)

150 Place of publication. After the title give the place or places of publication in the language of the title.

151 Place — *Form of name* When thought desirable, add (in brackets) modern equivalents and familiar forms of latinized or vernacular names (*See* Deschamps *Dictionnaire de geographie ancienne et moderne*,† Graesse, Orbis latinus Stein, Manuel de bibliographie générale app 1, Chevalier, Répertoire des sources historiques du moyen âge Topo-bibliographie)

152 Publisher After the name of the place give the name of the publisher in the language of the title

> C. Scribner's sons L. Hachette et cie Junge & sohn

In a written card catalogue the place and publisher's name may generally be abbreviated.

> Bost. Houghton N. Y. L. S. book co. Chic., McClurg.

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* *cf.* 174, Figures. † Supplement to Brunet's "Manuel du libraire."

1 **Meredith, George** Emilia in England
Afterwards issued under title Sandra Belloni

Meredith George Sandra Belloni
Previously issued under title Emilia in England

2 **Meredith George** Emilia in England
Afterwards issued under title Sandra Belloni

Meredith George Sandra Belloni
See his Emilia in England (*The same work published under a different title*)

144 Books with several title-pages. If a book has several title-pages, select the most general, and give the others if necessary, in a note or as contents

This rule applies only when the title pages come under the same heading If the *several title pages require separate entry* (as when one is the title of a series, the other that of a work in the series) each title will be used under its own heading

Of an engraved and a printed title page the latter is usually to be preferred, and always when it bears a later date

Of two title pages equally general choose the first when one follows the other, *the second when they face each other*

(Cutter, 156–158)

145 Titles and title-pages in different languages. Of titles and title-pages in *different languages, if only one is in roman characters, use that, if both* or neither are in roman, use the one in the original language Mention in a note the unused title

In the case of Greek classics with the title in Greek and also in Latin on the *same title page, give both titles.*

LIBRARY OF CONGRESS SUPPLEMENTARY RULE 20

... more than one language, ... When neither title page is ... her of these types, select the ... guage cannot be ascertained, ... ermined, the first. Mention in a note the other title or titles and the languages of the text

The added title is to be quoted when it contains additional information of importance

... page which agrees ... ian, Oriental, and occasionally also American Indian texts with title pages in the original and also in Latin, French English or some other language which employs roman or gothic characters Here the title in roman or gothic is always *to be selected* *Mention* in a note the other title and the language of the text

... page (there being but one) ... employs characters other ... being then given ... the text

In early and rare books, or when some material variation exists between the two titles, both are to be given

When there are more than two titles give the first two which are printed in roman or gothic type ... to be given

4 ... es in different languages not provide ... decision

Library of Congress Supplementary Rule 12

The imprint is to be given in the following order 1st, place, 2d, publisher, printer, or bookseller, 3d, date

Certain works such as incunabula and the like are excepted, when for special reasons the imprint is best given in a form and order suited to the peculiarities of the case

The actual imprint, if ascertainable, is always to be given, whether it appears on the title page or not. In the latter case it is to be added in brackets after the imprint as found on the title-page

1 *Books published in the United States* — When more than two places and publishers are named on the title page, give the first named place and publisher, followed by one other, the choice of the latter being determined by the relative importance of the several places and publishers, New York or Boston to be preferred.

Examples

When the title-page reads
Published by J A. Bancroft & co., Philadelphia J W Schermerhorn & co New York C G Cooke, Boston Hendricks & Potter St Louis Speakman & Proctor Chicago, 1867
Give Philadelphia, J A Bancroft & co , New York, J W Schermerhorn & co [etc , etc.], 1867

But if the title-page reads
Leach, Shewell & Sanborn, Boston, New York Chicago, 1890
Give Boston New York [etc] Leach Shewell & Sanborn, 1890

Or if the title page reads
Buffalo Chicago New York, Charles Wells Moulton 1890
Give Buffalo New York [etc] C W Moulton 1890

2 *Books published abroad* — When more than one place and publisher are named on the title page, give the first, followed by [etc., etc.] unless one of the others usually [illegible]

Examples

When the title-page reads
Paris, Goupil & cie London Simpkin Marshall Hamilton Kent & co , ltd , 1898
Give Paris, Goupil & cie [etc etc] 1898

When the title page reads
London David Nutt Dulau & co Sampson Low & co. Agencies for America New York, E. Steiger & co The International co., Chicago, Mühlbauer & Behrle Boston Charles Schönhof HEIDELBERG [illegible]

[illegible]

3 *Two* [illegible] — Indicate the omission of both a place and publisher by [etc etc.] immediately preceding date and separated from the last named publisher by a semicolon

Examples

When the title-page reads
Published by J A. Bancroft & co Philadelphia J W Schermerhorn & co., New York C G Cooke Boston Hendricks & Potter St. Louis Speakman & Proctor, Chicago 1867
Give Philadelphia J A. Bancroft & co. New York, J W Schermerhorn & co , [etc etc] 1867

See also illustrations under 2, *Books published abroad*

4 *Two or more places, publisher the same* — Indicate the omission of a place from the imprint by [etc.] after the last place given.

Examples

When the title page reads
Buffalo Chicago New York, Charles Wells Moulton, 1886.
Give Buffalo, New York [etc.] C. W Moulton, 1886.

153 **Place of printing** After the place of publication and publisher the place of printing and printer may be given if different This is desirable only in rare and old books or when of special significance for other reasons

London N Trübner [Colombo S J A Skeen printer]
Paris Dentu [Guernsey Imprimerie universelle]

154 **Privately printed books** In cataloguing privately printed books add the abbreviation "priv print" in the imprint if the fact is not evident from the title page

Duff Edward Gordon. The printers stationers and bookbinders of London and Westminster in the fifteenth century A series of four lectures delivered at Cambridge in the Lent term MDCCCIC. By E Gordon Duff [Aberdeen Aberdeen university press priv print] 1899

155 **Date** Give the date found on the title page in arabic figures except in cases where the form in which it appears is characteristic of a special edition or otherwise worthy of note Dates other than those of the Christian era are to be given as found on the title page followed by the date of the Christian era the latter in brackets if supplied (Cutter 264-275 *cf also* rule 174 Figures)

l an III de la République [1795] an XI — 1803 5665 — 1905 A H 1152 [1740] l an de la V L 5788 [1788]

156 **Date wanting** When there is no imprint date the year of publication if it can be ascertained is to be given in brackets and if uncertain, to be given approximately

[189-?] [189-] [1892?]

If no approximate date can be found give the century in which the book was published *e g* [18—]

If the century cannot be determined, indicate the absence of a date by the abbreviation "n. d"

In the case of books frequently reissued without date or printed from plates bearing date of earlier (first) edition the fact of reissue is to be indicated by a note giving date of first publication of that edition

Maupassant Guy de Contes du jour et de la nuit Paris E. Flammarion [n d]
First edition appeared in 1885

157 **Copyright date** When there is no date on the title page of a copyrighted book and the date of publication or issue cannot be ascertained give in the imprint the date of copyright preceded by a superior "c" and bracketed

New York H Holt & co [^{c}1894]

If the date of the copyright entry is earlier than the date of issue the former need be given only in exceptional cases, for instance when the existence and date of an earlier (first) issue or edition have not been definitely established or when a more precise date cannot be given

When the title page is dated write 1902 [^{c}1899]
When the title page is not dated, but bears copyright notice write [1902] ^{c}1878

12 *Variations in imprint.* — If the place or publisher varies in the different volumes of a set, state the fact in a note, giving the variations if of sufficient importance

13 *Privately printed books* — Give the statement that a book is privately printed as it appears on the title-page If the statement does not appear on the title-page, it is to be supplied in the imprint or in a note

14 *Language of imprint* — The imprint is to be given as found on the title-page, and is neither to be translated nor transliterated.

DATE

1 *Undated title page* — When there is no date on the title-page but the preface is dated, give the date of the latter (preceded by [illegible] date of publication cannot be ascertained [illegible] determine the actual date of issue the date c [illegible] when there is a wide discrepancy between [illegible] supplied in the imprint.

2 *Copyright date* — a) In the case of copyrighted books, when there is no date on the title-page and the date of publication cannot be determined give in the imprint the date of copyright, preceded by a superior c and bracketed as,

New York, H Holt & co [c1892]

b) If the date of the copyright entry is earlier than the date of issue, the former need be given only in exceptional cases, for instance when the existence and date of an earlier (first) issue or edition have not been definitely established, or when a more precise date cannot be given.

Examples

When the title-page is dated, write 1902 [c1890]
When the title-page is not dated, but bears copyright notice, write [1902, c18,S

c) When there is no date on the title-page and the date of copyright printed on the verso of title page differs from that furnished by the records of the Copyright office, give the former in the imprint and the latter in a note.

3 *Irregularly dated title page* — When a work consists of many volumes with different dates, whether of the same or of different editions, give in the imprint the inclusive dates separated by a dash and state in a note or in contents the dates of the individual volumes and the numbers of their respective editions.

Bancroft, George 1800–1891 History of the United States from the discovery of the American continent Boston, Little Brown & co, 1835–74
10 v 22½cm
Vol 1 15th ed. 18[illegible] v 2 4th ed., 1835 v 3 3d ed., 1840 v 4–10 1852–74

When only one volume (e g the first one) is irregularly dated, as in the case of collected works with an introductory volume issued after the others, the date may be given in the following form

18 6–9 [v 1 '[illegible]]

When there are only two volumes in a work give the dates in the order of the volumes separated by a comma in place of the usual dash. Thus

Collignon, Édouard i e Romain Charles Édouard, 1831– Cours de mécanique appliquée aux constructions Paris, Dunod, 1885 '82
2 v tables, diagrs 24½cm
1 ptie 3 éd 2 ptie 2 éd rev et augm

158 Collation Give all items of collation in English and in the following order 1st volumes or pages, 2d illustrations, 3d, size

159 Volumes, pages Give the number of volumes,* or of pages if there is only one volume

* If a contents note is added to the entry for a work in several volumes the paging of each volume may be given in the contents.

Or if the title page reads
The Société universelle lyrique London Paris Berlin Philadelphia 1899
Give London Philadelphia [etc] The Société universelle lyrique 1899

5 *One place with two or more publishers* — Indicate the omission of a publisher s name by [etc.] after the last name given

Example

When the title page reads
London David Nutt Dulau & co Sampson Low & co 1890
Give London D Nutt [etc] 1890

6 *Two places connected by* AND UND ET *etc or by a dash (–) or other device with publisher's name either preceding or following* — Give imprint in the usual order and include the conjunction

Leipzig und Wien Bibliographisches institut 1900.
Arnheim Nijmegen E & M Cohen [1899]

7 *Public documents* — In state and city publications especially those of serial character when there are frequent changes of place and publisher (or printer) omit publisher Give the name of the first mentioned place followed by [etc.] using pencil when the first volume of the series is lacking

8 *Imprints without publisher s or printer's name* — If the name of neither publisher nor printer appears on the title page but the printer s name is given on the verso of title page at the end of the volume or elsewhere in the book this information is to be supplied in brackets even though the name of the publisher is ascertainable Thus if the volume has only "Washington 1882 as imprint but on the verso of the title page Baltimore W K. Boyle printer give

Washington [Baltimore W K Boyle printer 1882]

[illegible] e Macmillan com [illegible] no notice of the [illegible] portant or other [illegible]

London N Trübner Colombo S J A Skeen printer]
Paris Dentu [Guernsey Imprimerie universelle]

9 *Addition of name of state or country after place of publication* — When the place of publication is not well known or is one of several cities of the same name the name of the state or country is to be supplied if it does not appear in the imprint *If it occurs in the imprint it is to be given* even after the names of well known cities

Amherstberg [Ont] Rome [N Y] Rome [Ga]

10 *Dissertati*[illegible] name in shortes[illegible] are *followed by* [illegible] first *e g*

a) Halle a. S Druck von E. Karras 1898
Giessen Münchow sche hof und universitats-druckerei (O Kindt) 1903

b) Leipzig W Engelmann 1899
not Leipzig W Engelmann [Hofbuchdruckerei S Geibel in Altenburg 1899

Leipzig 1898
not Leipzig 1898 Druck von C H Schulze & co in Gräfenhainichen

11 *Fictitious imprints* — Give imprint as found on title page followed by actual imprint in brackets as follows

Paris Impr Vincent 1798 [*i e* Bruxelles, Moens 1883

Imaginary imprints are to be treated as part of the title of the work when the real imprint can be ascertained the latter following in brackets in the usual position as,

Morande Charles Thévenot de *b* 1748 Le gazet er cuirassé ou Anecdotes scandaleuses de la cour de France Imprimé à cent lieues de la Bastille [Londres 1771

ticularly when there is a special compiler) the form of entry usually adopted for indexes is to be preferred

> **Mirabeau, Honoré Gabriel Riquetti,** *comte* **de** De la monarchie prussienne, sous Frédéric le Grand ... Londres, 1788.
> 4 v front (port.) pl, tables (partly fold) 26cm
> —— [illegible] prussienne Londres 1788
> [illegible] 41cm
> [illegible]

Library of Congress Supplementary Rule 1

The collation is to be given in a separate line immediately after the imprint (i e after place, publisher, and date) and in the following order 1st, paging, 2d, illustrations, 3d, size.

PAGING

1 Paging is to be given for works of one volume only

2 When a work consists of more than one volume give the number of volumes. If the volumes are paged continuously, add a note giving the paging

> 2 v 24cm
> Paged continuously, v 1 vi, 536 p, v 2 1 p. l, 537–999 p, 2 l

3 Give unnumbered printed pages in brackets

> vi, [4]–256 p
> xiv, [12], 450 p.
> 8 p l, 360, [16] p.

4 Give unpaged matter as leaves when one side of the leaf is blank

> xii p, 2 l, 192 p
> *See also* 5

5 Half title, title, preface, contents, or other preliminary matter, when not included in paging, is to be specified as "preliminary leaves"

> 3 p l, 350 p
> 1 p l, vi p, 1 l, 608 p, 2 l

When the actual number of preliminary pages is either greater or smaller than that indicated by the first numbered page, write

> 4 p l, [iii]–xii p. *not* 3 p l, xii p
> 5 p. l, xv–xx p
> *but*
> vi, 351 p *not* 2 p. l, [v]–vi, 351 p.

6 Give numbered leaves as follows

> 218 numb l.
> 10 p l., 112 numb l, 3 l
> 2 p l, x p, 180 numb l, 4 p

7 When the preface, contents, etc. are paged in roman, write

> xii [13]–240 p *not* 240 p
> *See also* 5

8 When a pamphlet or book, bound or unbound, has no other title-page than the cover-title, this is to be included in the collation

> cover title, 85 p
> cover title, iii, 112 p.
> cover title, [3]–36 p.
> cover title, [v]–xiii p.
> cover title, 2 p l, 40 p.

9 When the paging is very complicated it is generally advisable to give the total in brackets, instead of the separate paginations, adding as a note

> Various paging

160 Paging. Indicate the number of pages by giving the last number of each paging, separating the numbers by a comma. The addition of unpaged matter may be shown by a + , or the number of pages, ascertained by counting, may be given in brackets Give paging in arabic or roman figures, according to the book In unpaged works, and in works having the pages lettered, or numbered in figures other than arabic or roman (*e. g.* Greek) the number of pages, may be given in brackets, the signatures *being noted only in the case of rare or important* works.

161 Illustrations, etc. Give illustrations in the following order: frontispiece, illustrations, plates, photographs, portraits, maps, plans, facsimiles, tables, diagrams

Give the *number* of plates, maps, etc., when it can be easily ascertained.

Plates, portraits, etc. are to be specified whether included in the paging or not.

162 Collation of rare works. In the case of rare works reference may also be made in notes to detailed descriptions and collations given in bibliographical works

163 Imperfect copies. In cataloguing an imperfect copy, mention the deficiencies in a note

164 Size. Give height of book in centimeters, exact to one-half centimeter. That is, if exact height be

169^{mm} ($16\ 9^{cm}$)	write	17^{cm}
170^{mm} (17^{cm})		17^{cm}
171^{mm} ($17\ 1^{cm}$)		17^{cm}
172^{mm} ($17\ 2^{cm}$)		17^{cm}.
173^{mm} ($17\ 3^{cm}$)		$17\frac{1}{2}^{cm}$
174^{mm} ($17\ 4^{cm}$)		$17\frac{1}{2}^{cm}$
175^{mm} ($17\ 5^{cm}$)		$17\frac{1}{2}^{cm}$
176^{mm} ($17\ 6^{cm}$)		$17\frac{1}{2}^{cm}$
177^{mm} ($17\ 7^{cm}$)		$17\frac{1}{2}^{cm}$
178^{mm} ($17\ 8^{cm}$)		18^{cm}.
179^{mm} ($17\ 9^{cm}$)		18^{cm}.

When books are "narrow," "square," "oblong," or otherwise of very unusual size, give both dimensions, *e g.*

17×10^{cm} (a narrow book)
17×14^{cm} (a square book)
17×28^{cm} (an oblong book)

(*cf.* Cutter, 279 and p 155-156)

165 Atlases.* Atlases which accompany any given work are not as a rule to be catalogued separately. After imprint and collation write *and* atlas

Mahan, Dennis Hart Industrial drawing By D H Mahan New York, J Wiley & sons, 1877
xiii, 209 p *col front (plan)* illus. 24^{cm} *and* atlas of 30 fold pl $23\frac{1}{2}^{cm}$

When the title of the atlas differs from that of the main work (and more par-

* Library of Congress supplementary rule 17

ticularly when there is a special compiler) the form of entry usually adopted for indexes is to be preferred.

Mirabeau, Honoré Gabriel Riquetti *comte* de De la monarchie prussienne, sous Frédéric le Grand ... Londres, 1788.
4 v front. (port.) pl., tables (partly fold.) 26cm
—— Atlas de la monarchie prussienne Londres, 1788
2 p. l., 4 p., 93 pl., 10 maps, tables (partly fold.) 41cm
The maps are by Edme Mentelle.
Added entry Mentelle Edme.

Library of Congress supplementary rule 1

The collation is to be given in a separate line immediately after the imprint (i. e. after place, publisher, and date) and in the following order: 1st, paging; 2d, illustrations, 3d, size.

Paging

1 Paging is to be given for works of one volume only

2 When a work consists of more than one volume, give the number of volumes. If the volumes are paged continuously, add a note giving the paging

2 v 24cm
Paged continuously, v 1 vi, 536 p., v 2 1 p. l., 537–999 p., 2 l.

3 Give unnumbered printed pages in brackets
vi, [4]–256 p.
xiv [12], 450 p.
8 p. l., 360, [16] p.

4 Give unpaged matter as leaves when one side of the leaf is blank
xii p., 2 l., 192 p.
See also 5.

5 Half-title, title, preface, contents, or other preliminary matter, when not included in paging, is to be specified as "preliminary leaves."
3 p. l., 350 p.
1 p. l., vi p., 1 l., 608 p., 2 l.
When the actual number of preliminary pages is either greater or smaller than that indicated by the first numbered page, write
4 p. l., [iii]–xii p. *not* 3 p. l., xii p.
5 p. l., xv–xx p.
but
vi, 351 p. *not* 2 p. l., [v]–vi, 351 p.

6 Give numbered leaves as follows
218 numb. l.
10 p. l., 112 numb. l., 3 l.
2 p. l., x p., 180 numb. l., 4 p.

7 When the preface contents, etc. are paged in roman, write
xii, [13]–240 p. *not* 240 p.
See also 5

8 When a pamphlet or book, bound or unbound, has no other title-page than the cover-title, this is to be included in the collation
cover-title, 85 p.
cover-title iii, 112 p.
cover-title, [3]–36 p.
cover-title, v, [1]–xiii p.
cover title, 2 p. l., 40 p.

9 When the paging is very complicated it is generally advisable to give the total in brackets, instead of the separate paginations, adding as a note
Various paging

ILLUSTRATIONS

Illustrations are to be given in the following order and form front, illus,* pl,* phot., port, map (*or* maps), plan (*or* plans), facsim, tab, diagr When there is more than one plate, portrait, etc, and the number is not specified in the collation, use the plural fronts., illus, plates, photos, ports, maps, plans facsims, tables, diagrs

1 When the illustrations are colored, write col front, col plates, facsims in colors etc., etc. In the case of maps and diagrams specify only when important

2 When frontispiece, plates, maps, etc are included in the paging, write
xvi, 357 p incl front, illus, plates, maps

3 Any illustration, other than an engraved title, facing or immediately preceding the *title page shall be designated in the collation as a frontispiece, thus*
front
front (port)
front (map)
but not
front (pl)

When the book contains other illustrations of the same character the specification after "front" *is to be omitted*
front, illus, plates, ports
not
front (port) illus, plates ports

When there are two or more volumes, all or some of which have frontispieces, *write, as the case may be*
4 v fronts
2 v front (v 2)
5 v fronts (v 1-2)
10 v fronts (v 1, 4)

4 When the number of plates, maps, etc can be easily ascertained e g when they are numbered, listed, or collected, or, if distributed through the text when they are on heavy paper, state the number

a) As given in the book
2 pl, LV maps
XLIII pl, 8 maps
front, 30 pl (facsim)
[illegible]
[illegible] curves

b [illegible] ber in arabic
30 pl, 6 port, 3 maps

c) When there are two or more volumes and the plates etc are numbered separately in each volume give the total in arabic figures thus
3 v 40 pl
not
3 v x xvi xiv pl

d) In cataloging an imperfect copy give in the collation the number of plates etc which the book should contain and in a note state the defects of the copy in question

5 When the illustrations in the text include portraits maps facsimiles etc *which form an important feature of the book* and which would not otherwise be brought out, they may be specified in the collation as follows
2 p l 296 p illus (incl ports, maps facsims)
[illegible] both in the text and
[illegible]
not illus (incl ports) port

* Illus as here used stands for illustrations in the text as distinguished from plates plate meaning a full page illustration printed on a leaf the verso of which is blank

illus. (incl. maps) ports., facsim.
not illus. (incl. ports., maps) port., facsim.

Tables in the text (when a feature of the book, e g tables in mathematical, statistical and technical works) are not to be regarded as included under "illustrations", they are to be specified in the collation, e g

487 p. incl. tables.
487 p. incl illus, tables, diagrs.

When there are tables both in the text and in the form of plates, only the latter need, as a rule, be specified, e g

487 p. illus., tables.

When a book is chiefly made up of tables, e g tables of logarithms, annuities, etc., omit "tables" in the collation

6 For mathematical or mechanical diagrams use the abbreviation "diagr," *not* "illus."

7 The word *music* is not to be used in collation The fact that the book contains music is to be brought out in a note when not stated in the title

SIZE

1 Give the height of a book in centimeters, exact to one half centimeter. Thus, if the exact height be

169^{mm} (16.9^{cm}) write	17^{cm}
170^{mm} (17^{cm})	17^{cm}
171^{mm} (17.1^{cm})	17^{cm}
172^{mm} (17.2^{cm})	17^{cm}
173^{mm} (17.3^{cm})	$17\frac{1}{2}^{cm}$
174^{mm} (17.4^{cm})	$17\frac{1}{2}^{cm}$
175^{mm} (17.5^{cm})	$17\frac{1}{2}^{cm}$
176^{mm} (17.6^{cm})	$17\frac{1}{2}^{cm}$
177^{mm} (17.7^{cm})	$17\frac{1}{2}^{cm}$
178^{mm} (17.8^{cm})	18^{cm}
179^{mm} (17.9^{cm})	18^{cm}

If it is desired to give the exact measurement of a plate, map, or an extraordinary book (e g "microscopic" edition) give the size in millimeters, as,

271×345^{mm}

2 When books are "narrow," "square," or "oblong," or otherwise of very unusual size, give both dimensions, as,

17×10^{cm} (a narrow book, width less than ¾ height)
17×14^{cm} (a square book, width more than ¾ height)
17×28^{cm} (an oblong book, width more than height)

3 When there are two or more volumes of the same work differing in size, write

2 v 18^{cm} (v 2 15^{cm})
5 v 25^{cm} (v 1, 4 23^{cm})
3 v in 1 22^{cm} (v 1–2 19^{cm})

4 When several pamphlets or works of different sizes are bound together, write

Haddonfield, N J Grand centennial celebration, July 4th, 1876, at Haddonfield, N J Programme Philadelphia, W Mann, printer, 1876,
(4) p 19^{cm}, *With* Clement, John, Revolutionary reminiscences of Camden County Camden, N J 1876 23^{cm},

5 In the case of serials varying sizes may be indicated thus

24 v $18–24^{cm}$

The extra size of a given volume or volumes may be specified, when practicable, in the contents or in a *note*

6 When an atlas or a portfolio of plates accompanying any given work is not to be catalogued separately it is to be noted immediately after the collation of the work itself

a) When, as is usually the case, the atlas and the work are of different sizes, write

3 p l., 100 p illus 25^{cm} *and* atlas of 40 pl. $27\frac{1}{2}^{cm}$
4 v 24^{cm} *and* portfolio of 24 pl. 30^{cm}
ix p., 1 l., 350 p., 1 l. front., illus. 18^{cm} *and* atlas. 23×25^{cm}
5 v 20^{cm} *and* atlas of 18 pl., 14 maps. 28^{cm}

b) When they are of the same size, write
2 v and atlas 24cm
1 p l, vii, 400 p and atlas 26cm

166 Series note Give the name of the series to which the book belongs in parenthesis after the collation preceded by *Half title On cover*, etc if the series does not appear on the title page (Eclectic 264–269)

The words "Half title," "On cover," etc may be omitted on written cards.

LIBRARY OF CONGRESS SUPPLEMENTARY RULE 2

1 The series note is to be given immediately after the collation in the form in which it occurs on the title page Its omission from the title is to be indicated by three dots ( )

Hale Susan The story of Mexico by Susan Hale New York, G P Putnam s sons [etc, etc] 1889
xvi 428 p col front illus, fold map 20cm (The story of the nations [v 23])

Thilenius Georg Ethnographische ergebnisse aus Melanesien Von dr G Thilenius Halle Druck von E. Karras in commission bei W Engelmann, Leipzig 1902–03
2 v illus xxv pl (incl 2 maps) 32 x 24½cm. (Nova acta. Abh der Kaiserl Leop Carol deutschen akademie der naturforscher, bd LXXX nr 1–2)

2 When the series is not given on the title page the form in which it appears is to be specified as follows

a) When it occurs on a special title page, on the half title, or on the cover, write in the usual place
(*Added t p* Les littératures populaires de toutes les nations t XLIV)
(*Half title* Early English text society Extra series no LXXXII)
(*Half title* Riverside edition The writings of Whittier, v 7)
(*On cover* True stories of great Americans)
(*On cover* The complete writings of Theodore Roosevelt)

Repeat the author's name in the series note when the latter would otherwise be ambiguous, thus

Pérez Galdós Benito 1845– Miau por B Pérez Galdós Madrid Impr de la Guirnalda 1888
432 p 19cm (*On cover* Novelas españolas contemporáneas por B Pérez Galdós)

If the authorship is self-evident, omit the author's name, as,
(*Half title* Complete works v 8)
not
(*Half title Complete works of William Wordsworth, v 8*)

When the series entry is other than a title entry, *i e* an entry under author, editor, publisher, society, etc., the latter should be included in brief form in the series note, thus

Hawes Stephen *d* 1523? The pastime of pleasure by Stephen Hawes London Printed for the Percy society, by T Richards 1845
2 p l, xii 220 p 19½cm (*Added t p* Percy society Early English poetry 1846 vol XVIII)

b) When the information is obtained from publisher's list in the book, or from outside sources, use brackets instead of parenthesis, as,

International scientific series, v 15

'3 When the series title occurs both on the regular title page and on a separate title page the following form is to be used

Aust Emil Die religion der Römer Von Emil Aust Münster i W Aschendorff 1899
viii 268 [1] p 24½cm (*Added t p* Darstellungen aus dem gebiete der nichtchristlichen religionsgeschichte XIII)
Series title also at head of t p

CONTENTS, NOTES, ADDED ENTRIES, ANALYTICAL ENTRIES, REFERENCES

167 Contents. Give contents of books containing several works by the same author or works by several authors or works on several subjects, or a single work on a number of distinct subjects, especially if the collective title does not sufficiently describe them.

The designation of parts, volumes, fasciculi or other divisions of a work is to be given in the language of the book. (cf 174, Figures *Contents*)

Give contents in the order in which they appear in the book * and in paragraph form rather than in columns except in special cases where the latter arrangement has decided advantages. In case different parts are written by different authors, let the name of the author follow rather than precede the title, provided always this is the order of arrangement in the book.

(Cutter 281-283)

> Chicago. University. Investigations representing the departments. Semitic languages and literatures, Biblical and patristic Greek.
>
> *Contents*: Greek papyri from the Cairo museum, together with papyri of [illegible]
>
> Breithaupt, Rudolf Maria. Musikalische zeit- und streitfragen. Gesammelte skizzen und aufsätze. Von Rudolf M. Breithaupt.
>
> *Contents*: 1. bd. Kunst und musikwissenschaft. Musik und schule. Jugendkonzerte. Ouvertüre und sinfonie. Mehr Mozart! Bismarck und die musik. Hugo Wolf †. Ein Richard Wagner-denkmal.—2. bd. Moderne klavieristen. Edvard Grieg. Kunstmusik und lebenskunst. [illegible] (Zum 100. todestage Schillers). Mozart und die zeitmusik.
>
> Taine, Hippolyte Adolphe. Les origines de la France contemporaine, par H. Taine.
>
> *Contents*: 1. ptie. t. i-ii. L'ancien régime.—2. ptie. t. iii-viii. La révolution: [1] L'anarchie. [2] La conquête jacobine. [3] Le gouvernement révolutionnaire.—3. ptie. t. ix-xi. Le régime moderne. t. [xii] Index général.

168 Notes. Add notes when necessary to explain the title or to correct any misapprehension to which it might lead, and also to supply essential information about the author and bibliographical details not given in the title, imprint, or collation.

Notes are to be in English, except quotations from foreign sources, which are to be given preferably in the original. The source of the quotation is always to be specified, and the original punctuation, spelling, etc. to be preserved, even if it conflicts with other ruling.

Notes may be used to cover the following points: bibliographies, authorities, etc., pseudonyms and anonyms, sequels, variations in title, editors and translators, editions, various places, publishers, or dates, reprints, languages of the text, source

* In special cases, where such arrangement has decided advantages, contents may be arranged alphabetically by names of authors or subjects.

of the book if first published serially, no more published, imperfections in copy, bound with something else.*

(Cutter, 284)

> **Aimard, Gustave.** The border rifles, a narrative; by Gustave Aimard ... Rev. and ed by Percy B. St. John
> Translation of Les rôdeurs des frontières.
> Sequel of Trappers of Arkansas Sequel: The freebooters.
> *Added entry: St. John, Percy Bolingbroke, ed.*

[illegible]

169 **Added entries.** In addition to those specified in previous rules, make added entries for the titles of all novels and plays and of poems likely to be remembered by their titles; for other striking titles; for editors; and in all cases where an added entry will insure the ready finding of the book. (Cutter, 135, 148–150, 153–155. Eclectic, 301–309, 315–319)

[illegible]

170 **Analytical entries.** Analytical entries under author or title may be made for distinct parts of works or collections, whether with or without separate title-pages. (Cutter, 193–196, 241, 275)

171 **References.** References should be freely made from alternative forms to the form of heading chosen, *e g.* when an author, personal or corporate, has been known by more than one name, refer from the name or names not used as heading to the one selected.

> Lubbock, *Sir* John, *see* Avebury, John Lubbock, *1st baron.*
> Columbian university, *Washington, see* George Washington university

Specific directions are given in the preceding rules *cf. also* 169 and Cutter, 110, 285–286.

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* The following order is usually adopted by the Library of Congress for its printed cards:

1 Series note (*in parenthesis*) *immediately after collation*
2 Descriptive and bibliographical notes
  a) Physical description collation, etc, *e g*
    Paged continuously
    Illustrations.
    Large paper.
    Limited edition.
  b) Literary form and notes explaining the title, *e. g*
    Poems.
    Drama
  c) Notes on authorship, editors, etc.
  d) Bibliographical history of the book, *e g.*
    Relation to other editions.
    Original issue.
    No more published.
  e) Partial contents, as
    Bibliography: p —
    Appendix: p. —
  f) Contents.

CAPITALS, PUNCTUATION, FIGURES

172 Capitals. Initial capital letters are to be used for names of persons, personifications, places, and bodies, for substitutes for proper names, and for adjectives derived from these names, for the first word of the title of a book, in title entries (anonymous works, periodicals, etc) for the second word of the title if the first is an article In all doubtful cases avoid the use of capitals. In foreign languages follow the local practice.

For libraries which desire a more specific statement the following revision of the Library of Congress rules on the use of capitals, printed as Appendix I in the Advance edition of 1902 may be of service

a) Capitalize the first word of every sentence every title occurring on the title-page every title quoted and every alternative title introduced by or' or its equivalent. In quoting titles of serials like the Nation the Times la Revue philanthropique capitalize not the article but the word following

Soldiers three The story of the Gadsbys, In black and white by Rudyard Kipling
Selections from the Idylls of the king
Palmer's index to the Times newspaper

b) Capitalize the word following an initial article in serials and collections, when entered under title.*

The Quarterly journal of economics.
A Hundred merry tales.

c) Capitalize all proper names as names of persons places etc except those otherwise provided for in these rules.

Richard Roe North America, etc.

d) Adjectives used substantively to denote a race or individual members of a race or people are to be capitalized in the chief European languages exceptions being Spanish Portuguese and the Scandinavian languages

the English, une Française gli Italiani *but* los españoles, danskerne tyskarne.

e) In English when a geographic name consists of a distinctive and a generic word, capitalize both †

Mississippi River Bay of Fundy District of Columbia, Suffolk County Adirondack Mountains, Lake Ontario.

When however the generic word precedes and does not form an integral part of the commonly used form of the name it is not to be capitalized

city of Boston state of Michigan.

f) Capitalize designations in common use as substitutes for names of places and the terms North East etc when used alone to denote a definite region

the Empire state the Middle kingdom la terre Jaune l empire du Milieu, the West

g) Adjectives derived from geographical names are to be capitalized in English and Dutch only

the Austrian succession, de Indische fabel *but* rheinische schiffahrt, la société parisienne

* In the titles of anonymous books the word following an initial article is not capitalized, but is printed in bold-face type

† In names of streets, avenues, squares, and similar designations the generic word is not as a rule to be capitalized

Exceptions:

1 *Do not capitalize geographical adjectives that have lost their original* signification.

india ink, gum arabic, roman numerals.

2 Capitalize the German indeclinable adjectives ending in *er*.

die Naunheimer mundart.

3 Capitalize adjectives used alone in place of the full names of buildings, institutions, etc.

la Vaticana, la Palatina, etc.

h) Capitalize names of languages in English and Dutch only.

French, Maleisch; *but* français, deutsch.

i) Adjectives derived from names of persons — unless used in a generic sense — are to be capitalized in English and Dutch. In other languages follow local usage.

Machiavellian theories, Riemannsch oppervlak; *but* epicurean tastes, Società dantesca italiana.

j) Capitalize by-names affixed to and epithets standing in place of names of persons.

Gregorius Turonensis, Alexander the Great, Friedrich Barbarossa, Julianus Apostata, the Pretender.

k) In English and Dutch, capitalize titles of honor and distinction immediately preceding or standing instead of a person's name. They are not to be capitalized when placed after the name. In French, German, Italian, Spanish, and *the Scandinavian languages such titles are to begin with a small letter* whether they precede or follow the name.

Saint Luke, Earl Spencer, Lieutenant-General Grant, Bishop of Albany, Kolonel Sloterdijk; *but* John Stanley, earl of Derby, sainte Brigitte, le duc de Guise, l'abate Antonio Coppi, Otto fürst von Bismarck.

Abbreviations of titles of honor or distinction preceding personal names are to be capitalized in English, French, Dutch, and Spanish only.

the Rt. Rev. Phillips Brooks, le Cte. Weil, Ste. Brigitte, Jonkhr. W. de Rivecourt, M. R. P. Fr. Bartolomé Álvarez del Manzano, *but* il prof. Turello, priv.-doz. Rohrer.

l) Capitalize titles of address, whether written in full or abbreviated, except in German and the Scandinavian languages.

Monsieur, Madame, Signor, Señor, Don, Donna, Mrs., Mlle.; *but* herr, fröken, fru, *jomfru*.

m) Capitalize the first word not an article of the names of societies and other organized bodies, as government departments, legislative bodies, commissions, etc. In heading and imprint capitalize both the initial article and the following word.

the General court.
A history of the Century co
New York, The Century co, 1899

When, however, the first portion of the name consists of an abbreviation like I, K, R., etc. (the honorary designations frequently prefixed to names of foreign societies and academies) proceed as follows

a) *In title, imprint, notes, and contents*

Capitalize the word following the titular designation when the latter consists of a single-letter abbreviation, e g K, I, R, or K K

R. Accademia delle scienze di Torino
K. K. Akademie der bildenden künste.
N O Gewerb-verein

If the abbreviation consists of more than one letter do not capitalize the word following

Kgl sächs. ministerium des innern.
Königl bayr akademie der wissenschaften
Grossherzogl. badische hof und landesbibliothek.
Nied. österr gewerb-verein.

b) *In headings*

Always capitalize the word following the abbreviation

K. Akademie der wissenschaften *Munich*
Karlsruhe Grossh Badische hof und landesbibliothek.

n) Capitalize in English the first word of the names of buildings monuments etc In foreign languages follow local usage

Assembly hall, Peace monument l'Hôtel de ville de Paris tour des Ventes

o) Capitalize in names of societies and other bodies and in names of streets, buildings monuments etc all arbitrary fanciful or otherwise purely individual epithets including such words as have lost their original meaning

Star and Garter inn Court of Oyer and Terminer Covent Garden (the theatre) Inner Temple

p) Capitalize names of months days of the week etc in English and Dutch only, also nouns denoting partisans of sects religious orders political parties etc and adjectives derived from them.

Maandag, Baptists, Trappist, Whigs *but* samedi le 29 avril janseniste, benedettino

Names of noted events and periods are not to be capitalized

middle ages civil war reformation

q) When occurring in the Latin nominative case scientific names of subgenera, genera, and all higher divisions in zoology and botany are to be capitalized, but names of species and varieties are not to be capitalized All zoological and botanical names in the Latin nominative case are to be italicized Scientific names popularly used are to take capitals and italics when they are names of divisions of the animal or vegetable kingdom, as *Mammalia Fungi* and not mere group names unrecognized in scientific nomenclature, as cacti "

Lilium grayi, not *Lilium Grayi*
Salvinia natans but De sal inia natante
The genus *Stereocaulon* but De stereocaulis.
Genus *Hypnum* subgenus *Amblystegium*
Loasaceae but loasaceen
Rosaceae but rosacées

r) Do not capitalize common nouns in any language even when national usage prescribes it.

Exceptions

1 Do not capitalize geographical adjectives that have lost their original signification

india ink gum arabic roman numerals.

2 Capitalize the German indeclinable adjectives ending in *er*

die Naunheimer mundart

3 Capitalize adjectives used alone in place of the full names of buildings institutions etc

la Vaticana la Palatina etc

h) Capitalize names of languages in English and Dutch only

French Maleisch *but* français deutsch

i) Adjectives derived from names of persons — unless used in a generic sense — are to be capitalized in English and Dutch In other languages follow local usage

Machiavellian theories Remannsch oppervlak *but* epicurean tastes Società dantesca italiana

j) Capitalize by names affixed to and epithets standing in place of names of persons

Gregorius Turonensis Alexander the Great Friedrich Barbarossa, Julianus Apostata, the Pretender

k) In English and Dutch capitalize titles of honor and distinction imme diately *preceding or standing instead of a person's name* *They are not to be* capitalized when placed after the name In French German Italian Spanish and the Scandinavian languages such titles are to begin with a small letter whether they precede or follow the name

Saint Luke Earl Spencer Lieutenant-General Grant Bishop of Albany Kolonel Sloterdijk *but* John Stanley earl of Derby sainte Brigitte le duc de Guise l abate Antonio Coppi Otto fürst von Bismarck.

Abbreviations of titles of honor or distinction preceding personal names are to be capitalized in English French Dutch and Spanish only

the Rt Rev Phillips Brooks le Cte Weil Ste Brigitte Jonkhr W de Rivecourt *M R.P Fr Bartolomé Alvarez del Manzano but il prof Tutello priv -doz Rohrer*

l) Capitalize titles of address whether written in full or abbreviated except in German and the Scandinavian languages

Monsieur Madame Signor Señor Don Donna Mrs. Mlle *but* herr fröken fru jomfru.

m) Capitalize the first word not an article of the names of societies and other organized bodies as government departments legislative bodies commissions etc. In heading and imprint capitalize both the initial article and the following word

the General court
A history of the Century co
New York, The Century co 1899

In *collation* give paging plates, etc. in arabic or roman figures according to the notation used in the book.

In *contents* arabic figures are generally to be used for the designation of volumes, parts, etc.,* unless roman figures have been employed for the purpose of distinguishing between volumes and parts, bände and abteilungen, etc.

For explanation of numerals, dates and chronograms *see* Brown's Manual of practical bibliography, Power's Handy book about books, Wheatley's How to catalogue a library, Hilton's Chronograms, Rouveyre's Connaissances nécessaires à un bibliophile, 5th ed., v. 2, and other authorities.

* Library of Congress follows the form given in the book.

173 Punctuation The punctuation of the title page is generally to be followed, if there is no punctuation it is to be supplied As far as possible the use of two points together is to be avoided

In case of doubt follow De Vinne's "Correct composition," or Bigelow's "Punctuation"

Accents Supply accents in Greek titles, in French titles after 1800, and in titles in other languages when essential

Brackets Additions to the title or to the imprint should be inclosed in square brackets [ ]*

If the author's name is not given on the title page it should be bracketed in the heading, but if it appears on the title page and is included in the catalogue entry, names or parts of names supplied in the heading need not be bracketed

In the series note, when the information is obtained from a publisher's list in the book or from outside sources use brackets instead of parentheses

Parentheses Parentheses are used to signify inclusion as in the case of series notes and analytical references, also to indicate the maiden names of married women

Dash The dash (-) is used to connect numbers signifying "to and including" *e g* 1876–1886 Following a number it signifies continuation *e g* 1900–

A longer dash (—) is used to separate items of contents

A single dash or indent indicates the omission of the preceding heading, a subsequent dash or indent indicates the omission of a title

Marks of omission Marks of omission ( ) are used to indicate omissions from the title

Interrogation point The interrogation point following a word date, initial, or other item of the entry, signifies doubtful or probable

Exclamation point The exclamation point is used on printed cards to indicate misprints or obvious errors in spelling In a written card catalogue dots below ( ) the letter or word are used for the same purpose

Period The period is used (a) for abbreviations but not after 1st 2d 3d 4th etc , (b) at the end of sentences or groups of items (*e g* in collation) when they end with no other point, (c) to separate the main heading from the subheading, (d) in contents (followed by a dash) to separate items

Semicolon A semicolon is ordinarily used to separate the title proper from the phrase relating to the editor translator etc

174 Figures Use arabic figures rather than roman

In *headings* roman numerals are to be used after the names of sovereigns princes, and popes

Richard III Leo XIII

In *titles* follow the title page except in specifying edition when arabic figures may be used

8th ed *not* Eighth ed

In *imprint* follow rule 155

* On the Library of Congress printed cards angle brackets < > are used for purposes of distinction to indicate brackets actually occurring on the title page

In *collation* give paging plates, etc. in arabic or roman figures according to the notation used in the book.

In *contents* arabic figures are generally to be used for the designation of volumes, parts, etc.,* unless roman figures have been employed for the purpose of distinguishing between volumes and parts, bände and abteilungen, etc.

For explanation of numerals, dates and chronograms *see* Brown's Manual of practical bibliography, Power's Handy book about books, Wheatley's How to catalogue a library, Hilton's Chronograms, Rouveyre's Connaissances nécessaires à un bibliophile, 5th ed., v. 2 and other authorities.

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* Library of Congress follows the form given in the book.

APPENDIX I

ABBREVIATIONS

The following list is not intended to be complete. It does not include the ordinary abbreviations for names of state of honors, titles, etc., which can be easily ascertained by referring to the authorities mentioned below.

The ordinary abbreviations for states and countries may be used in a heading if they do not stand at the beginning.

Words in the title proper are not to be abbreviated. Certain abbreviations, indicated in the following list, may be used in the second part of the title (referred to below as "edition") Abbreviations which appear on the title-page are not to be changed.

In a written card catalogue abbreviations may be used more frequently than is desirable for printed cards

		Where to be used
abteilung, abtheilung	abt., abth.	series, notes, contents
Anno Domini	A. D	heading, notes
appendix	app *	series, notes, contents
archbishop	abp	heading
auflage	aufl	edition, notes
augmented	augm *	edition
ausgabe	ausg	edition, notes
band	bd *	series, notes, contents
baronet	bart	heading
bearbeitet	bearb *	edition
Before Christ	B C.	heading, notes
bishop	bp	heading
born	b	heading
century	cent	heading
chapter	chap.	notes
circa	ca	heading, notes
collector	col	heading
colored	col	collation
columns	col	collation
compiled	comp *	edition, notes
compiler	comp	heading
confer (compare)	cf	notes
Congress	Cong	heading, series (e g 49th Cong, 2d sess.)
copyright	c (superior)	imprint (e g c 1878)
corrected	cor *	edition
County	Co	heading, notes
department	dept	heading, imprint, series, notes
diagram, -s	diagr, diagrs.	collation
died	d.	heading
dissertation	diss.	note for dissertations
document	doc	series, notes, (for public documents)
edited	ed *	edition, series, notes
edition	ed *	edition, notes
édition	éd	edition notes
editor	ed.	heading

* The same abbreviation may be used for the corresponding word in another language when the abbreviation commonly used in that language has the same spelling e g, augm for augmentée, impr for imprenta, pub for publié, tr for traduit, etc, etc

engraved title-page	engr. t.-p.	notes
engraver	engr.	heading
enlarged	enl.	edition
facsimile, -s	facsim., facsims.	collation
fascicle, -s	fasc.*	series, notes, contents
folded	fold.	collation
folio, -s	fol.	collation
frontispiece, -s	front., fronts.	collation, notes
general	genl.	collation
Government printing office	Govt. print. off.	imprint
heft	hft.*	series, notes, contents
herausgegeben	hrsg.	edition, series, notes
His (Her) Majesty's Stationery office	H. M. Stationery off.	imprint
id est	i.e.	heading, collation, notes
illustration, -s	illus.	collation
illustrator	illus.	heading
imprimerie	impr.*	imprint
inaugural-dissertation	inaug.-diss.	note for dissertations
including	incl.	collation
introduction	introd.	notes
introductory	introd.	notes
junior	jr.	heading, notes
leaf, leaves	l.	collation
lieferung	lfg.	series, notes, contents
livraison	livr.	series, notes, contents
manuscript, -s	ms., mss.	heading, notes
miscellaneous document	misc. doc.	series, notes, (for public documents)
narrow	nar.	collation
neue folge	n.f.*	series, notes
new series	n.s.* or new ser.	series, notes
no date of publication	n.d.	imprint
no place of publication	n.p.	imprint
nouvelle	nouv.	edition
number, -s	no.*	series, notes, contents
numbered	numb.	collation
oblong	obl.	collation
page, -s	p.*	collation, notes
part, -s	pt.	series, notes, contents
parte	pte.	series, notes, contents
photograph, -s	phot., phots.	collation
portrait, -s	port., ports.	collation
preface	pref.	imprint, notes
president	pres.	heading
privately printed	priv. print.	imprint
pseudonym	pseud.	heading
published	pub.*	edition, series, notes
publisher	pub.	heading
regiment	regt.	heading
report	rept.	series, notes, (for public documents)
revised	rev.*	edition, notes
senior	sr.	heading, notes
série	sér.	series, notes, contents
series	ser.	series, notes, contents
signature, -s	sig.	notes
square	sq.	collation
superintendent	supt.	heading
supplement	suppl.*	series, notes, contents
table	tab.	collation
teil, theil	t., th.	series, notes, contents
title-page	t.-p.	series, notes
tome	t.*	series, notes, contents

* The same abbreviation may be used for the corresponding word in another language when the abbreviation commonly used in that language has the same spelling, e.g., augm. for augmentée, impr. for imprenta, pub. for publié, tr. for traduit, etc., etc.

APPENDIX I

ABBREVIATIONS

The following list is not intended to be complete It does not include the ordinary abbreviations for names of state of honors titles etc which can be easily ascertained by referring to the authorities mentioned below

The ordinary abbreviations for states and countries may be used in a heading if they do not stand at the beginning

Words in the title proper are not to be abbreviated Certain abbreviations, indicated in the following list, may be used in the second part of the title (referred to below as "edition") Abbreviations which appear on the title page are not to be changed

In a written card catalogue abbreviations may be used more frequently than is desirable for printed cards

		Where to be used
abteilung abtheilung	abt, abth	series notes, contents
Anno Domini	A D	heading notes
appendix	app*	series notes contents
archbishop	abp	heading
auflage	aufl	edition notes
augmented	augm*	edition
ausgabe	ausg	edition notes
band	bd*	series notes contents
baronet	bart	heading
bearbeitet	bearb*	edition
Before Christ	B C	heading notes
bishop	bp	heading
born	b	heading
century	cent	heading
chapter	chap	notes
circa	ca	heading notes
collector	col	heading
colored	col	collation
columns	col	collation
compiled	comp*	edition notes
compiler	comp	heading
confer (compare)	cf	notes
Congress	Cong	heading series (*e g* 49th Cong 2d *sess.*)
copyright	c (superior)	imprint (*e g* c 1878)
corrected	cor*	edition
County	Co	heading notes
department	dept	heading imprint series notes
diagram -s	diagr, diagrs.	collation
died	d	heading
dissertation	diss.	note for dissertations
document	doc.	series notes (for public *documents*)
edited	ed*	edition series notes
edition	ed*	edition notes
édition	éd	edition notes
editor	ed	heading

* The same abbreviation may be used for the corresponding word in another language when the abbreviation commonly used in that language has the same *spelling e g*, augm for augmentée impr for imprenta pub for publié tr for traduit, etc etc

APPENDIX 2

REPORT OF THE A. L. A. TRANSLITERATION COMMITTEE

This Report was made to the American Library Association in 1885, and printed in the Proceedings of the Lake George Conference, and in the *Library Journal* 10 302–8

In determining the principles of transliteration it must be remembered that a catalogue is not a learned treatise intended for special scholars and bound to an erudite consistency, at whatever cost of convenience It is simply a key to open the doors of knowledge to a partly ignorant and partly learned public, and it is very important that such a key should turn easily A good catalogue therefore, will be a compromise between the claims of learning and logic on the one hand, and of ignorance error, and custom on the other Speaking generally, that form of name must be chosen with which people now are *and in the future will be*, most familiar This reference to the future is important The catalogue must not be in advance of its age, but, on the other hand it will not be well that it should be behind the next generation. If therefore there is an evident current of progress in any direction the makers of the catalogue will do well to be a little before the present practice in the hope that the world will soon catch up with them, not to pass them before the catalogue itself has been superseded by another The larger the catalogue, therefore and the less likely to be soon reprinted the more may it venture to be ahead of the times Nevertheless the maker will do well to remember that the future is very uncertain.

One evident current of progress there is — in favor of adopting the continental value of the vowels representing the *ou* sound for instance not by *ou* nor by *oo* (as does Dr Thomas) but by *u*, writing therefore, Butan not Boutan nor Bootan Turgenef and not Tourgueneff, using also *a* and not *ah* for the sound of *a* in father papa (speaking as a New Englander), using the *i* for the English *e* sound, and giving what are unfortunately called the corresponding short sounds by doubling the following consonant, thus Nānā would be spelt with one n but Nanny with two This tendency which has been gathering strength for some time has at last received the sanction of an influential body, the Royal Geographical Society and can be followed with safety

The following notes are taken mostly from Mr Heilprin's articles in the *Nation* -

1 For ancient *Greek* names use the Latin forms *e g* Homerus not Homeros, Plato not Platon Philippus not Philippos. But where two forms are in common use choose that which is nearest the Greek.

2 For *Egyptian* names known to us through the Greek, both the Greek and the Egyptian forms (as Cheops and Shufu) should be given with a reference from the one which is not chosen for the main entry

translated	tr*	edition, notes
translator	tr	heading
typographie	typ	imprint
übersetzt, uebersetzt	übers., uebers	edition, notes
umgearbeitet	umgearb.	edition
verbesserte	verb.	edition
vermehrte	verm	edition
volume, -s	v	collation, series, notes, contents
Volume, -s	Vol	notes (at beginning)
versus	vs.	heading

[illegible] 'og, 4th ed , p 157- [illegible] p 71-77; Library

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* The same abbreviation may be used for the corresponding word in another language when the abbreviation commonly used in that language has the same spelling, e g , augm for augmentée, impr for imprenta, pub for publié, tr for traduit, etc , etc

The amplification of the rules is given below

Letters	Pronunciation and remarks	Examples
a	ah, a as in *father*	Java, Banána
e	eh, e as in *benefit*	Tel-el-Kebír, Olóleh, Yezo, Medína, Levúka, Peru
i	English e; i as in *ravine*, the sound of *ee* in *beet*. Thus, not *Feejee*, but	Fiji, Hindi
o	o as in *mote*	Tokio
u	long u, as in *flute*; the sound of *oo* in *boot*. Thus, not *Zooloo*, but	Zulu, Sumatra
	All vowels are shortened in sound by doubling the following consonant	Yarra, Tanna, Mecca, Jidda, Bonny
	Doubling of a vowel is only necessary where there is a distinct repetition of the single sound	Nuulúa, Oosima
ai	English i as in *ice*	Shanghai
au	*ow* as in *how*. Thus, not *Foochow* but	Fuchau
ao	is slightly different from above	Macao
ei	is the sound of the two Italian vowels, but is frequently slurred over when it is scarcely to be distinguished from *ey* in the English *they*	Beirút, Beilúl
b	English b	
c	is always soft, but is so nearly the sound of *s* that it should be seldom used (If *Celebes* were not already recognized it would be written *Selebes*)	Celebes
ch	is always soft as in *church*	Chingchin
d	English *d*	
f	English *f*. *ph* should not be used for the sound of *f*. Thus, not *Haiphong* but	Haifong, Nafa
g	is always hard. (Soft *g* is given by *j*)	Galápagos
h	is always pronounced when inserted	

Letters	Pronunciation and remarks	Examples
j	English *j*. *Dj* should never be put for this sound	Japan, Jinchuen
k	English *k*. It should always be put for the hard *c*. Thus, not *Corea* but	Korea
kh	the Oriental guttural	Khan
gh	is another guttural, as in the Turkish	Dagh, Ghan
l, m, n	as in English	
ng	has two separate sounds, the one hard as in the English word *finger*, the other as in *singer*. As these two sounds are rarely employed in the same locality no attempt is made to distinguish between them	
p	as in English	
q	should never be employed; *qu* is given as *kw*	Kwangtung
r, s, t, v, w, x	as in English	Sawákin
y	is always a consonant, as in *yard*, and therefore should never be used as a terminal, *i* or *e* being substituted. Thus, not *Mikindány* but; not Kwaly but	Mikindáni; Kwale
z	English *z*	Zulu
	Accents should not generally be used, but when there is a very decided emphatic syllable or stress, which affects the sound of the word, it should be marked by an acute accent	Tongatábu, Galápagos, Paláwan, Saráwak

A few points need to be emphasized. Of course the consonantal sound in *church* should never be expressed in transliteration by the Polish *cz* nor by the German *tsch*. *Tch* has been much used for this sound but the *t* is hardly necessary if as the Geographical Society recommend *ch* is always used with this sound only and never with the sound *sh*. Of course there is no reason why *ch* should be used in foreign names with the sound *sh* any more than *j* with the sound *zh*. All that was needed to prevent ambiguity was for some competent authority to make a rule, and these rules of the Geographical Society will no doubt soon be copied into all manuals and followed by the majority. In this connection we express our regret that a new edition of Dr Thomas's excellent Dictionary of Biography continues to give his support to what we believe is an obsolescent system of transliteration.

Nor should the consonantal sound in *judge* be rendered by the English *dg* nor the French *dj* nor the German *dsch* but by *j* alone. Likewise the consonantal

3 *Biblical* names are to be written as we find them in the English Bible, and the names of post Biblical Jews, if derived from the Scriptures, should retain their Anglicized form On the other hand, a strict transliteration is demanded of rabbinical and other more or less pure Hebrew names which are not taken from Scriptures, and therefore have no popular English forms to which, again there is an exception in the case of a few celebrated Jewish authors as Maimonides, where an un Hebrew form has been fully adopted in English literature

East *Indian* names have such long accepted forms that it might well be doubted whether it will do to use any others Cashmere, Mooltan, Jellaleddin, Punjaub, have taken their places in literature and in the popular mind Nevertheless as the better system which writes Kashmir, Multan Jalal ud Din, Punjab, is now adopted in most histories, in all official documents, among others in Hunter's great statistical dictionary of Bengal, it is evident that it is the coming method, and, in accordance with the principles already laid down, we are inclined to recommend this spelling rather than the clumsy English fashion of the last generation

All other *Asiatic* and *African* names should be transliterated according to the rules of the Royal Geographical Society, which we quote here from their Proceedings for August, 1885 (p 535, 536)

The Council of the Royal Geographical Society have adopted the following rules for such geographical names as are not, in the countries to which they belong written in the roman character These rules are identical with those adopted for the Admiralty charts, and will henceforth be used in all publications of the society —

1 No change will be made in the orthography of foreign names in countries which use *roman letters thus, Spanish, Portuguese, Dutch, etc names will be* spelled as by the respective nations

2 Neither will any change be made in the spelling of such names in languages which are not written in roman characters as have become by long usage familiar to English readers· thus, Calcutta, Cutch, Celebes, Mecca etc will be retained in their present form

3 The true sound of the word as locally pronounced will be taken as the basis of the spelling

4 An approximation however, to the sound is alone aimed at A system which would attempt to represent the more delicate inflections of sound and accent would be so complicated as only to defeat itself

5 The broad features of the system are, that vowels are pronounced as in Italian and consonants as in English

6 One accent only is used — the acute — to denote the syllable on which stress is laid

7 Every letter is pronounced When two vowels come together each one is sounded, though the result, when spoken quickly, is sometimes scarcely to be distinguished from a single sound, as in *ai*, *au*, *ei*

8 Indian names are accepted as spelt in Hunter's *Gazetteer*

Semitic transliteration*

Arabic	Hebrew	Syriac	Ethiopic	English
ا	א	ܐ	አ	
ب	ב	ܒ	በ	b
ت	ת	ܬ	ተ	t
ث	"	"		t̆ (th in thin)
ج (j)	ג (g)	ܓ (g)	ገ (g)	j in Arabic, elsewhere g
ح			ሐ	h
خ	ח	ܚ	ኀ	h
د	ד	ܕ	ደ	d
ذ	"	"		d̆ (th in this)
ر	ר	ܪ	ረ	r
ز	ז	ܙ	ዘ	z
س	ס	ܣ	ሰ	s
	שׂ			ś
ش	שׁ	ܫ	ሠ	š (sh)
ص	צ (ץ)	ܨ	ጸ	s
ض			ፀ	d
ط	ט	ܛ	ጠ	t
ظ				z
ع	ע	ܥ	ዐ	ʻ
غ				g
ف	פ (ף)	ܦ	ፈ (f) ፐ (p) ጰ (p)	f (Hebrew and Syriac p or f)
ق	ק	ܩ	ቀ	k or q
ك	כ (ך)	ܟ	ከ	k
ل	ל	ܠ	ለ	l
م	מ (ם)	ܡ	መ	m
ن	נ (ן)	ܢ	ነ	n
ه	ה	ܗ	ሀ	h
و	ו	ܘ	ወ	w
ى	י	ܝ	የ	y

* Table furnished to the Committee by Prof C H Toy of Harvard University

For the transliteration of Hebrew and Arabic, use the system indicated in the Jewish Encyclopedia, v. 1, N. Y., 1901, p. ix–x.

sound in *she* is not to be written after the French style, *ch*, nor as the Germans do, *sch* The sound which the French transliterate by *j* we must express by *zh* (*e g* Nizhni Novgorod) *Tz* is best used in Semitic and Slavic names, and *ts* in Japanese and Chinese For the Semitic "yod" *y* is the proper equivalent, and not the German *j* But after a consonant in the same syllable it is usual to change the *y* to *i* (Biela not Byela) and in Russian names *ai ei*, *oi*, *ui* are used instead of *ay*, *ey*, *oy*, *uy* (Alexei not Alexey) After *i* the *y* is dropped (Dobni not Dobniy) *W* is to be used rather than *v* in Arabic names (*e g* Moawiyah) But the Russian, Serb, Bulgarian, and Wallach contain no such sound or letter as *w*, and we must write Paskevitch, Vasili, not as do the Germans Paskewitch Wasili In the last syllable of names of places (Azov, Kiev) *ev* and *ov* are to be used, because the Russians use the corresponding letter, though they pronounce *ef* and *of* (in the nominative cases) But in the last syllable of family names similarly pronounced, *of* and *ef* may be used, because the Russians sign their names *off* and *eff* when using roman characters The last *f*, which they use may be omitted as being plainly not required to express the sound and not corresponding to the Russian character *Kh* represents the full guttural which the Germans make *ch* and the Spanish *j* in Slavic and Oriental names *H* answers to the softer guttural as well as to the Hebrew *he* K answers to the Semitic *kaph* and *koph*

The use of *ei* for the sound of *a* in fate, *ea* in great *ai* in trait is not altogether satisfactory It is not easy to see why *e* was not used to represent this sound and the short *e*, like the short *a*, *i*, *o*, and *u* indicated by doubling the following consonant as Yeddo, Meddina

The general rule, then is to use the consonants with their English value, the vowels with their continental or, to speak more exactly their German and Italian value, for the French value of *u* should never be used and the short French *o* requires of us a doubled consonant after it Their *ou* and our *oo* is quite unnecessary to express the sound of the last syllable of Timbuctu or Khartum

C A Cutter
C B Tillinghast
W C Lane
Michael Heilprin

Semitic transliteration *

Arabic	Hebrew	Syriac	Ethiopic	English
ا	א	ܐ	አ	
ب	ב	ܒ	በ	b
ت	ת	ܬ	ተ	t
ث	"	"		ṯ (th in thin)
ج (j)	ג (g)	ܓ (g)	ገ (g)	j in Arabic, elsewhere g
ح			ሐ	ḥ
خ	ח	ܚ	ኀ	ḫ
د	ד	ܕ	ደ	d
ذ	"	"		ḏ (th in this)
ر	ר	ܪ	ረ	r
ز	ז	ܙ	ዘ	z
س	ס	ܣ	ሰ	s
	שׂ			s
ش	שׁ	ܫ	ሠ	s (sh)
ص	צ (ץ)	ܨ	ጸ	ṣ
ض			ፀ	ḍ
ط	ט	ܛ	ጠ	ṭ
ظ				ẓ
ع	ע	ܥ	ዐ	ʿ
غ				ġ
ف	פ (ף)	ܦ	ፈ (f) ፐ (p)	f (Hebrew and Syriac
			ጰ (p)	p or f)
ق	ק	ܩ	ቀ	k or q
ك	כ (ך)	ܟ	ከ	k
ل	ל	ܠ	ለ	l
م	מ (ם)	ܡ	መ	m
ن	נ (ן)	ܢ	ነ	n
ه	ה	ܗ	ሀ	h
و	ו	ܘ	ወ	w
ي	י	ܝ	የ	y

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The general rule then is to use the consonants with their English value the vowels with their continental or to speak more exactly their German and Italian value for the French value of *u* should never be used and the short French *a* requires of us a doubled consonant after it Their *ou* and our *oo* is quite unnecessary to express the sound of the last syllable of Timbuctu or Khartum

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Semitic transliteration*

Arabic	Hebrew	Syriac	Ethiopic	English
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ت	ת	ܬ	ተ	t
ث	"	"		t̄ (th in thin)
ج (j)	ג (g)	ܓ (g)	ገ (g)	j in Arabic, elsewhere g
ح			ሐ	h
خ	ח	ܚ	ኀ	h
د	ד	ܕ	ደ	d
ذ	"	"		d̄ (th in this)
ر	ר	ܪ	ረ	r
ز	ז	ܙ	ዘ	z
س	ס	ܣ	ሰ	s
	שׂ			s
ش	שׁ	ܫ	ሠ	s (sh)
ص	צ (ץ)	ܨ	ጸ	s
ض			ፀ	d
ط	ט	ܛ	ጠ	t
ظ				z
ع	ע	ܥ	ዐ	‘
غ				g
ف	פ (ף)	ܦ	ፈ (f) ፐ (p) ጰ (p)	f (Hebrew and Syriac p or f)
ق	ק	ܩ	ቀ	k or q
ك	כ (ך)	ܟ	ከ	k
ل	ל	ܠ	ለ	l
م	מ (ם)	ܡ	መ	m
ن	נ (ן)	ܢ	ነ	n
ه	ה	ܗ	ሀ	h
و	ו	ܘ	ወ	w
ى	י	ܝ	የ	y

* Table furnished to the Committee by Prof C H Toy of Harvard University

For the transliteration of Hebrew and Arabic, use the system indicated in the Jewish Encyclopedia, v [illegible], 1901, p. [illegible].

Sanskrit. Standard system of transliteration *

Vowels

Initial	Non initial	
अ	*	a
आ	ा	ā
इ	ि	i
ई	ी	ī
उ	ु	u
ऊ	ू	ū
ऋ	ृ	ṛ
ॠ	ॄ	ṝ
ऌ	ॢ	ḷ
ए	े	e
ऐ	ै	āi
ओ	ो	o
औ	ौ	āu

* Unless some other non initial vowel is written short *a* is always implied

Consonants

surd	surd aspirate	sonant	sonant aspirate	nasal	
क	ख	ग	घ	ङ	gutturals 1
k	kh	g	gh	ṅ	
च	छ	ज	झ	ञ	palatals 2
c	ch	j	jh	ñ	
ट	ठ	ड	ढ	ण	linguals 3
ṭ	ṭh	ḍ	ḍh	ṇ	
त	थ	द	ध	न	dentals 4
t	th	d	dh	n	
प	फ	ब	भ	म	labials 5
p	ph	b	bh	m	
य	र	ल	व		semi vowels
y	r	l	v		
श	ष	स	ह		three sibilants and aspiration
ç	ṣ	s	h		

* Table furnished to the Committee by Prof C R Lanman of Harvard University

Professor Lanman remarks on his table

1 It will be observed that each of the five rows numbered 1 to 5 consists of five letters, the second and fourth in each *i e* the aspirates, are often written especially in older works thus *k' g' c' j' t', d, t d', p', b'*, that is the rough breathing takes the place of the *h*

2 Write long vowels with a macron thus *ā ī ū ṝ* and not with a circumflex

3 Wherever you find the combination *ṛi* with a dot under the *r* reduce it to simple *ṛ*, since it is a simple unitary sound

4 The palatals (row 2) are often written by means of the gutturals and an accent thus we find *k' k'h g' g'h* for *c ch j jh* and in some German books *c* (which has the sound of *ch* in *church*) is written *tsch* and *j* (= *j* in *judge*) in like manner *dsch* Further *c* and *ch* are written in some English works as *ch* and *cch* a useless waste of labor

5 When the third palatal is written by *g*, it is common among the Germans to write the first semi vowel by *j* The last semi vowel is often written *w* (instead of *v*)

6 The transliteration of the *first two sibilants* is very fluctuating My *ç* is written *s* by Monier Williams in his dictionary

The second sibilant is often written *sh* sometimes *ś*, by me as *ṣ*, like the other linguals

7 Finally an *s* at the end of a Sanskrit word is converted into an aspiration called *visarga* and written thus ꞉ and in transliteration is written in this manner, *ḥ* The nasality of a vowel is marked by *ṅ* or *ṁ* which appears in the Sanskrit as a dot above the body of the consonant

For a brief and lucid discussion of these matters and a defense of the system of Professor Whitney of Yale which is followed in his grammar and in Lanman's reader see the Proceedings of the American Oriental Society October, 1880 p xvi (reprinted in its Journal vol 11, p li liv)

Sanskrit. Standard system of transliteration *

Vowels

Initial	Non-initial	
अ	*	a
आ	ा	ā
इ	ि	i
ई	ी	ī
उ	ु	u
ऊ	ू	ū
ऋ	ृ	ṛ
ॠ	ॄ	ṝ
ऌ	ॢ	ḷ
ए	े	e
ऐ	ै	āi
ओ	ो	o
औ	ौ	āu

* Unless some other non-initial vowel is written, short *a* is always implied

Consonants

surd	surd aspirate	sonant	sonant aspirate	nasal	
क k	ख kh	ग g	घ gh	ङ ñ	gutturals 1
च c	छ ch	ज j	झ jh	ञ ñ	palatals 2
ट ṭ	ठ ṭh	ड ḍ	ढ dh	ण n	linguals 3
त t	थ th	द d	ध dh	न n	dentals 4
प p	फ ph	ब b	भ bh	म m	labials 5
य y	र r	ल l	व v		semi-vowels
श ç	ष s	स s	ह h		three sibilants and aspiration

* Table furnished to the Committee by Prof. C. R. Lanman of Harvard University

Library of Congress supplementary rules 10–11

Russian transliteration *

А	а	*a*	І	і	*i*	С	с	*s*	Ъ	ъ	Final, disregarded; in middle, ″
Б	б	*b*	Й	й	*i*	Т	т	*t*	Ы	ы	*y*
В	в	*v*	К	к	*k*	У	у	*u*	Ь	ь	′
Г	г	*g*	Л	л	*l*	Ф	ф	*f*	Ѣ	ѣ	*ê*
Д	д	*d*	М	м	*m*	Х	х	*kh*	Э	э	*e*
Е	е	*e*	Н	н	*n*	Ц	ц	*ts*	Ю	ю	*iu*
Ж	ж	*zh*	О	о	*o*	Ч	ч	*ch*	Я	я	*ia*
З	з	*z*	П	п	*p*	Ш	ш	*sh*	Ѳ	ѳ	*f*
И	и	*i*	Р	р	*r*	Щ	щ	*shch*	Ѵ	ѵ	*y*

Note. Russian transliterated forms of foreign names (more particularly those of Western European origin) are not to be retransliterated in accordance with this rule, but are to be given in the original form.

Hertzen, *not* Gertsen.
Rubinstein, *not* Rubinshtein.

Modern Greek transliteration †

Α α = A a	Κ, κ = K, k	Ῥ ρ = Rh rh (see note)
Β, β = B b (see note)	Λ, λ = L, l	Σ σ = S s
Γ γ = G g (γ before γ, κ, χ = n)	Μ μ = M m	Τ τ = T t
Δ, δ = D d	Ν ν = N n	Υ υ = Y y
Ε, ε = E, e	Ξ, ξ = X, x	Φ φ = Ph ph
Ζ, ζ = Z, z	Ο ο = O o	Χ χ = Ch, ch (see note)
Η η = Ē, ē (see note)	Π π = P p (see note)	Ψ ψ = Ps ps
Θ θ = Th, th	Ρ ρ = r	Ω, ω = Ō ō
Ι ι = I i		

Αι, αι = Ai, ai	Αυ αυ = Ay ay	Ηυ ηυ = Eu eu
Αυ αυ = Au, au	Ευ ευ = Eu eu	Ου ου = Ou ou

Spiritus asper (῾) = h *e g* Ἑταιρία = Hetairia.

Note. Certain exceptions are reserved. Names of Greek writers who have published books in any of the western European languages and are better known under a form of name transliterated differently may be given in that form. The exceptions involve chiefly the transliteration of the following letters

1 Β β transliterated by V v
2 Ρ ρ transliterated by R, r only
3 Χ χ transliterated by H h.
4 Η η transliterated by I i.
5 π (after μ) transliterated by b.

e g Βλάχος = Vlachos Ραγκαβής = Rankabes (Rangabé) Χαράλαμπος = Haralambus.

---

* Rule 10, printed Jan. 26, 1905

† Rule 11 printed Jan. 26 1905

REPORT OF A. L. A. COMMITTEE ON TRANSLITERATION OF SLAVIC LANGUAGES

Presented at the Montreal meeting of the American Library Association, June 11, 1900.

The committee appointed by the American Library Association to propose a scheme for the transliteration of the Slavic alphabets, after having examined the systems in use in the principal libraries and scientific periodicals, offers the following as the result of its labors. It seems at present impossible to offer a strictly scientific scheme; recognition must be made of custom prevalent in the large libraries of this country and Europe. The committee has taken for a base the Latin alphabet of the Croatians with some variations, and the substitution of i for j. Alternatives are suggested for use in any libraries which deem it inadvisable to employ special accented characters.

S. A. CHEVALIER, *Chairman*
ARCHIBALD CARY COOLIDGE } *Committee*
A. V. BABINE

Slavic transliteration

А	= A	Т	= T
Б	= B	У	= U
В	= V	Ф	= F
Г	= G*	Х	= H†, Kh
Д	= D	Ц	= C†, Ts
Е	= E	Ч	= Č†, Tch
Ж	= Ž†, Zh	Ш	= Š†, Sh
З	= Z	Щ	= Šč†, Shtch
И	= I	Ъ	= disregard
І	= I	Ы	= Y
Й	= Ĭ	Ь	= ' or ' or disregard
К	= K	Ѣ	= Ie, E
Л	= L	Э	= E
М	= M	Ю	= Iu, U
Н	= N	Я	= Ia
О	= O	Ѳ	= F, Th
П	= P	Ѵ	= Y
Р	= R		
С	= S		

Serbo-Croatian

Ј	= J, I
Џ	= Dž, Dzh
Ћ	= Ć
Ђ	= Dj, Di
Љ	= Lj, Li
Њ	= Nj, Ni

Old Bulgarian after Leskien, Handbuch 2 auflage, 1880 allowing variants according to the preceding scheme, and substituting i for German j.

* In foreign names, instead of G for Г follow the original spelling.

† The characters Ž, H, C, Č, and Š represent the Serbo-Croatian method of transliterating Ж, Х, Ц, Ч, and Ш. For English-speaking people we should undoubtedly prefer Zh, Kh, Ts, Tch and Sh.

APPENDIX 3

SAMPLE CARDS

A few typical examples are given here to show possible variations in style and arrangement of matter, both of printed and of type-written (or manuscript) cards. In the examples indicated by an asterisk the printed part of the card is in the form used by the Library of Congress, and is the form which the American Committee practically recommends, in order to secure as great a degree of uniformity as possible. Examples illustrating any given rule have been inserted in the body of the work, immediately after the rule concerned

MAIN ENTRY CARDS

Note variations in typography of heading and collation, also position of collation series note shelf mark and first word of title. The second sample illustrates the bracketing of forenames when the form of name as given on the title page of the book is not quoted on the card.

---

*

Maynadier, Gustavus Howard, 1866– 12482.11.5

The wife of Bath's tale, its sources and analogues, by G H Maynadier London, D Nutt, 1901

xii, 222 p diagr 20cm (*Half-title* Grimm library no. 13)

12482 11 5 Maynadier, G[ustavus] H[oward] The wife of Bath's tale, its sources and analogues London, *D Nutt*, 1901 xii, 222 p diagr 20cm (GRIMM library, 13)

Ju83 Johnston, Alexander.
J64
American political history, 1763-1876... Ed. and supplemented by J. A. Woodburn... Pt. 1. N.Y., Putnam, 1905. 22cm.

---

* Library of Congress card with addition of a call-number

SAMPLE CARDS

Evans, Marian.
See Eliot, George, pseud. of
Marian Evans, afterwards
Mrs. Cross, 1819-1880.

Thomson, William, 1st baron Kelvin.
Kelvin, William Thomson, 1st baron, 1824-
1907

Thomson, William, 1st baron Kelvin
See Kelvin.

TITLE REFERENCE CARDS

The call numbers refer to different editions

Chronicles of Barsetshire.
Trollope, Anthony

For contents see author card

12566 13 2 Cyrano de Bergerac [English trans-
12566 14 lation]
See Rostand, Edmond

12566.13 2 Cyrano de Bergerac [English trans-
12566.14 lation] By Edmond Rostand

For further particulars see author card

TWO EDITIONS ON ONE CARD

823 [Burton, Robert] The anatomy of melancholy By
B95 4 Democritus Junior [pseud] 4th ed, cor and augm by the author Oxford, printed for Henry Cripps, 1632

5 p l, 78 [6] 722 [10] p 29cm

Engr t p

823 —— *The same* 5th ed, cor and augm by the author
B95 5 Oxford, printed for Henry Cripps, 1638

5 p l 78 [2] 723 [10] p. 29cm

Engr t p

823 [Burton, Robert] The anatomy of melancholy By
B95 4 Democritus Junior [pseud] 4th ed, cor and augm by the author Oxford, printed for Henry Cripps, 1632

5 p l 78 [6] 722 [10] p 29cm

Engr t p

823 —— —— 5th ed cor and augm by the author
B95 5 Oxford printed for Henry Cripps, 1638

5 p l 78 [2] 723 [10] p 29cm

Engr t p

REFERENCE CARDS

Note variations in position of heading and the word *see*

Crayon, Geoffrey, pseud.
see
Irving, Washington, 1783-1859.

Crayon, Geoffrey, pseud. see
Irving, Washington.

Evans, Marian.
See Eliot, George, pseud. of
Marian Evans, afterwards
Mrs. Cross, 1819-1880.

Thomson, William, 1st baron Kelvin.
See Kelvin, William Thomson, 1st baron, 1824-
1908.

Thomson, William, 1st baron Kelvin.
See Kelvin.

TITLE REFERENCE CARDS

The call numbers refer to different editions

Chronicles of Barsetshire.
Trollope, Anthony.

For contents see author card.

12566.13.2 Cyrano de Bergerac. [English trans-
12566.14 lation]
See Rostand, Edmond.

12566.13.2 Cyrano de Bergerac. [English trans-
12566.14 lation] By Edmond Rostand.

For further particulars see author card.

ADDED ENTRY CARDS

The second and fourth examples show the method of using printed cards. *See also* Library of Congress Handbook of card distribution

```
            Shoberl, Frederic, 1775-1853, tr.
843    Hugo, Victor Marie, comte, 1802-1885.
H86h       The hunchback of Notre-Dame.  1833.
           For fuller entry see under author's
       name.
```

*   Shoberl, Frederic, 1775-1853, tr.

Hugo, Victor Marie, *comte,* 1802-1885 843 H86h

The hunchback of Notre-Dame By Victor Hugo Tr expressly for this ed, with a sketch of the life and writings of the author by Frederic Shoberl London, R Bentley, [etc, etc] 1833

3 p l [v]-xiv, 466 p front $16\frac{1}{2}$ cm (*Added t p* Standard novels, no 32) Added t.-p. engr

```
808    Kittredge, George Lyman, joint author.
G16        Manual of composition and rhetoric,
       by J. H. Gardiner...G. L. Kittredge...
       and Sarah L. Arnold...  [c 1907]
```

*   Thunder and lightning

QC966 **Flammarion, Camille** *i e* **Nicolas Camille,** 1842–
F58 Thunder and lightning, by Camille Flammarion Tr by Walter Mostyn Boston, Little, Brown, and company, 1906

3 p l., 281 p. 1 l front. $19\frac{1}{2}$ cm

1 Mostyn Walter, tr

---

* Library of Congress cards with addition of call numbers and type written headings

AUTHOR ANALYTICAL CARDS

The first three examples illustrate the usual forms of analytical entries, while the last three show how printed main entry cards may be used for analyticals.

AS36 N2(5) Wallace, Charles William.

The newly-discovered Shakespeare documents, by Charles William Wallace.

(*In* Nebraska. University University studies. Lincoln, 1905 23cm vol. v, no 4, p 347 356)

AS36 N2 (vol.5) Wallace, Charles William The newly discovered Shakespeare documents. (*In* NEBRASKA — UNI University studies, 1905, 5 347–356)

AS36 N2 v.5 Wallace, Charles William.

... The newly-discovered Shakespeare documents. (In Nebraska.University. University studies. 1905. v.5, p.347-356)

---

* Wister, Owen, 1860-

813 St55 Stories of the colleges, being tales of life at the great American universities told by noted graduates. Philadelphia & London, J B Lippincott company, 1901

353 p. 19½cm

CONTENTS. — Harvard: Philosophy 4 by O Wister — Yale A bachelor of arts, by R. Holbrook. — Princeton Rah rah, rah, Murray by R. E. Stevenson — Pennsylvania: Smith of "Pennsylvania," by F C Williams. — Columbia: A lightning change, by A. P Terhune — West Point The code of the corps, by General C. King — Annapolis: A hazing interregnum by C. T Brady — Cornell: The personal equation, by J G Sanderson — Chicago: The head marshal of the University of Chicago, by J W Linn.

* Library of Congress cards with addition of call number and type written heading.

ADDED ENTRY CARDS

The second and fourth examples show the method of using printed cards.
See also Library of Congress Handbook of card distribution

Shoberl, Frederic, 1775-1853, tr.

843 Hugo, Victor Marie, comte, 1802-1885.
H86h The hunchback of Notre-Dame. 1833.

For fuller entry see under author's name.

* Shoberl, Frederic, 1775-1853, tr.

Hugo, Victor Marie, *comte*, 1802-1885 843.H86h

The hunchback of Notre-Dame By Victor Hugo Tr expressly for this ed, with a sketch of the life and writings of the author by Frederic Shoberl London, R Bentley, [etc, etc] 1833

3 p. l [v]-xiv, 466 p front 16½cm (*Added t p* Standard novels no 32)
Added t p, engr

808 Kittredge, George Lyman, joint author.
G16 Manual of composition and rhetoric, by J. H. Gardiner...G. L. Kittredge... and Sarah L. Arnold... [c 1907]

* Thunder and lightning

QC966 **Flammarion, Camille** *i e* **Nicolas Camille,** 1842-
F58 Thunder and lightning, by Camille Flammarion Tr by Walter Mostyn Boston, Little, Brown, and company, 1906

3 p l., 281 p., 1 l front. 19½cm

1 Mostyn, Walter, tr

* Library of Congress cards with addition of call numbers and type-written headings

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* Woods, Robert Archey, 1865-
The university settlement idea.

Philanthropy and social progress, seven essays delivered before the School of applied ethics at Plymouth, Mass, during the session of 1892 With introduction by Professor Henry C Adams New York, Boston, T Y Crowell & company [1893]

xi, 268 p 19½cm

CONTENTS — The subjective necessity for social settlements By Miss Jane Addams — The objective value of a social settlement By Miss Jane Addams — The university settlement idea By R A Woods — Philanthropy its success and failure By Father J O S Huntington — Philanthropy and morality By Father J O S Huntington — The ethics of social progress By Prof F H Giddings — The principles and chief dangers of the administration of charity By B Bosanquet

I Addams Jane, 1860- II Woods, Robert Archey 1865- III Huntington, James Otis Sargent. IV Giddings, Franklin Henry 1855- V Bosanquet Bernard 1848-

* Funes, Gregorio, 1749-1830.

U. S. President, 1817-1825 (Monroe) Message from the President 1818 ~~(Card 2)~~

The reports of T Bland the third member of the commission together with other documents concerning South American affairs, are issued as House doc 48 15th Cong, 2d sess

Historical sketch of the revolution of the United Provinces of South America from the 25th of May 1810 until the opening of the National congress on the 25th of March 1816 written by Dr Gregorio Funes p 46-96.

(15th Cong., 2d sess. House doc. 2, no. 17 of Congressional series)

I Rodney Caesar Augustus 1772-1824 II Graham John 1774-1820. III Funes Gregorio 1749-1830

The above example shows the method of using the second card only for an analytical when the main entry fills more than one card.

TITLE ANALYTICAL CARD

Philosophy 4.

813 Wister, Owen, 1860- (In Stories of
St55 the colleges. 1901. p. 1-73)

* Library of Congress card with addition of type written headings

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